IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Shortlisting for interview will be based solely on the information you provide on the application form. **Please include evidence of how you meet each of the criteria set out in the Person Specification**. Please do not include a CV as these will be disregarded.

- Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name and the post for which you are applying.

- The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **not** part of the shortlisting process.

- Please ensure that we receive your application by the Closing Date shown in the advert as any late applications will be disregarded.

- If you return your application by post please ensure that you use the correct postage rate.

- All applicants shortlisted for Interview will be contacted as soon as possible. If you are not invited to Interview and would like feedback please contact us and we will arrange for the Recruiting Manager to ring you.

- We are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for Interview. Therefore, if you have not heard from us within two weeks of the Closing Date, you must assume your application has been unsuccessful.

- We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.

Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Teaching Assistant – General - Level B

SECTION: Schools

Please note; this is a National Generic Job Description. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.
Text in bold font indicates the key level responsibilities for this role.

1. PURPOSE OF JOB

To work under the instruction / **guidance of** teaching / senior staff to undertake **work / care / support programmes**, to enable access to learning for pupils and to **assist the teacher** in the management of pupils and the classroom. **Work may be carried out in the classroom or outside the main teaching area**

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- Supervise and provide particular support for pupils, **including those with special needs,** ensuring their safety and access to learning activities
- **Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes**
- Establish constructive relationships with pupils and **interact** with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- **Set challenging and demanding expectations and promote self-esteem and independence**
- **Provide feedback to pupils in relation to progress and achievement under guidance of the teacher**

Support for the Teacher

- **Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work**
- **Use strategies, in liaison with the teacher, to support pupils to achieve learning goals**
- **Assist with the planning of learning activities**

- **Monitor pupils' responses to learning activities and accurately record achievement/progress as directed**
- **Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc**
- **Promote** good behaviour, **dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour**
- **Establish constructive relationships with parents / carers**
- **Administer routine tests and invigilate exams and undertake routine marking of pupils' work**
- Provide clerical / admin support, e.g. photocopying, typing, filing, money, **administer coursework** etc

Support for the Curriculum

- **Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses**
- **Undertake programmes** linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years**, recording achievement and progress and feeding back to the teacher**
- Support the use of ICT in learning activities and **develop pupils' competence and independence in its use**
- Prepare, maintain and use equipment / resources required **to meet the lesson plans/relevant learning activity** and assist pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and **participate in** relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and **take responsibility for a group under the supervision of the teacher**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Brunswick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All new staff will be DBS (Disclosure and Barring Service) checked at an enhanced level.

PERSON SPECIFICATION

POST TITLE: Teaching Assistant – General - Level B

CRITERIA	**ESSENTIAL CRITERIA**
Job Related Education and Qualifications and Knowledge	• Completion of DfES Teacher Assistant Induction Programme • **NVQ 2 for Teaching Assistants or equivalent qualification or experience** • **Understanding of relevant policies / codes of practice and awareness of relevant legislation** • **General understanding of national / foundation stage curriculum and other basic learning programmes / strategies** • **Basic understanding of child development and learning** • **Training in the relevant learning strategies e.g. literacy** • **First aid training** as appropriate
Experience	• Experience of working with or caring for children of relevant age • **Experience in the effective use of ICT to support learning**
Skills/Abilities	• Good numeracy / literacy skills • Ability to relate to children and adults • Ability to use other equipment technology - video, photocopier • **Ability to self-evaluate learning needs and actively seek learning opportunities** • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Equalities	• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

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Brighton & Hove

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources.