

Role:	Secondary Teaching Assistant
Salary	Scale 3, Spinal Column Points 7 - 10: £27,389 - £28,589 per annum (Pro Rata £ £23,953 - £25,003)
Required	As soon as possible
Contract	Permanent (term time only)
Location	London Borough of Lewisham, London

Are you an experienced Teaching Assistant who is looking for a new and exciting challenge?
Or are you looking for a job which can fit around school working hours and holidays?
Or perhaps you are interested in a career in education and want to find out more about what this entails?

If yes, then we would like to offer you the opportunity to work with us here at St Matthew Academy, a high performing Catholic school where pupils flourish both academically and socially. In October 2019, Ofsted confirmed SMA as a good school where all pupils, through their hard work and commitment, are able to '*let their light shine*'. In Feb 2023, our CSI inspection stated '*The behaviour of pupils is exemplary in lessons and around the school, and strong and positive relationships are evident throughout the school.*' We are proud that our pupils are able to learn in a disruption free environment resulting in strong progress for all. We are now pursuing our mission to embed ourselves as a truly great school at the heart of the community we serve.

What does the role involve? The main aim is to support our teachers to deliver high quality learning experiences for all of our pupils and enabling their Light to Shine within the secondary phase of our All Through Academy.

Daily tasks will include:

- Assisting pupils in classrooms with their educational and social development on an individual and group basis
- Liaising with the class teacher and SENDco and contributing to individual plans for pupils
- Carrying out group and individual interventions
- Liaising with support agencies

The successful candidate will be:

- Passionate about enabling every child to exceed expectations
- Interested in a career in education
- Able to motivate, challenge and inspire pupils to succeed
- Committed to ensuring high expectations for pupils, staff and themselves
- Well organised, an excellent communicator and keen to take an active role in academy life
- An active promoter of our Catholic ethos
- Fully support and drive the Academy's aim to ensure equality and diversity permeates throughout the Academy

We offer:

- Fantastic pupils with enormous potential
- Staff who are supportive to each other and enjoy working collaboratively
- Personalised programme of professional development and coaching for all staff
- A modern building, in a delightful setting and excellent resources
- Excellent public transport and road links across London and Kent
- Fully equipped gym and fitness suite, Season Ticket Loan, Cycle-to-work scheme, Tech Scheme, Employee Assistance Programme
- A strong commitment to staff well-being

Our school motto is '*let you light shine*' and we ensure that we live this vision every day.

How to apply

For an application pack or to book an Academy tour, please contact, Becs Jones at hr@stmatthewacademy.co.uk

Interviews: Applicants will be considered for interview as soon as application is received.

For more information about the Academy you can also visit www.stmatthewacademy.co.uk and our Twitter account <https://twitter.com.stMattAcad>

St Matthew Academy

Job Description

Role:	Secondary Teaching Assistant
Accountable to:	SENDCo
Contract Type:	Permanent, Term Time only
Working Hours:	36 hours per week, 8:20am - 4:20pm with a 50 minute lunch break (25minutes of one lunch break per week will be used to do a lunchtime club)

Teaching Assistants are required to:

- Work for 195 days each year (39 weeks), term time only
- Attend staff training (INSET) days
- Assist in lunchtime supervision or lead lunchtime club
- Working under the direction of the SENDCo with regard to the Academy's equal opportunities policies and shared values.

General Teaching Assistance

- To work with pupils providing help and guidance in class, in a group or with individuals.
- To work under the guidance of the class teacher, at all times respecting the ethos of the classroom and the Academy.
- To contribute ideas and expertise to planning and review of lessons and activities for the class, a group or individual pupil.
- To use one's own initiative in adapting and following up work for pupils whilst understanding that the class teacher retains responsibility for learning.
- To discuss with the class teacher and / or SENDCo any matters of concern, which arise for or from any pupil or pupils.
- To communicate with a pupil's parents/ carers having obtained permission from the class teacher, SENDCo or Headteacher as appropriate.
- To develop a positive and professional relationship with pupils in order to promote their progress both socially, emotionally and academically using praise and positive reinforcement at all times.
- To promote good behaviour at all times. Take shared responsibility for ensuring that all pupils' behaviour is well managed to support learning and the well-being of all pupils, using praise and positive reinforcement wherever possible.
- To help to support the safety, security, comfort and wellbeing of pupils throughout the Academy.
- To attend external and internal training and staff development opportunities in order to develop new skills and keep abreast of new developments.
- To help make, maintain and organise resources for learning, including practical equipment and quality displays.
- To complete First Aid training and administer First Aid when appropriate.

Supporting Pupils who require Learning Support

- To be familiar with the needs of pupils who require learning support as advised by the class teacher and SENDCo.
- To liaise with the class teacher and SENDCo in contributing to and agreeing the specific plans for pupils who require learning support.
- Carry out interventions in groups, or one to one, as advised by the SENDCo.
- Carry out assessments in groups, or one to one, as advised by the SENDCo.
- To know and support the targets identified in the specific plans of pupils who require learning support.

- To make observations of pupils' wellbeing, progress and behaviour in the Academy, in class and at break time and discuss these observations with the SENDCo.
- To support pupils' physical needs, where necessary, as advised or requested by the SENDCo. This may include help with dressing, medication and with toilet or mobility assistance.
- To liaise with support agencies such as the Educational Psychologist, Speech Therapist, specialist teachers, and attend multidisciplinary meetings in order to support a co-ordinated response to pupils' special needs.
- To produce written feedback and reports on the progress and wellbeing of pupils with special needs as required by the class teacher, Headteacher or inclusion manager.
- To attend external and internal training and staff development opportunities in order to better understand and be able to respond to pupils who require learning support.
- Administer medication which, apart from asthma medication, will be given only upon written instruction from the Headteacher after agreement with and written instructions from the pupil's parents/carers.

Support for Individual Pupils

- Assist with the development and implementation of individual education and personal care plans.
- Promote the inclusion and acceptance of the pupil.
- Encourage the pupil to act independently as appropriate.
- Encourage the pupil to interact with others and engage in activities led by the teacher or other colleagues.
- Supervise and support him/her ensuring their safety and access to learning.
- Establish a good relationship with the pupil and be aware of and respond appropriately to his/her individual needs in accordance with Academy policies.
- Attend to the pupil's personal needs and implement related personal programmes, including social, emotional, physical, hygiene, first aid and welfare matters.
- Be proactive, resourceful and creative in identifying, developing and responding to opportunities which will encourage the pupil's learning and development.

General School Maintenance

All staff at St Matthew Academy contribute to the efficiency, organisation and success of the Academy. For Teaching Assistants this relates in particular to:

- Taking responsibility for organisation and maintaining a quality learning environment.
- Use any specific skills or expertise where possible to better the opportunities of the pupils at the Academy.
- Support the SENDCo or Senior Leadership Team on other tasks, if and when requested including working across the Academy phases.

Person Specification

BE ABLE TO:

- Communicate clearly orally and in writing.
- Spell accurately and write legibly.
- Carry out calculations using the four rules of number (at least GCSE standard).
- Work flexibly and to recognise the specific demands of the school environment.
- Work as part of a team and independently.
- Take initiative, identify and solve problems.
- Deal sensitively and effectively with people.
- Find and use relevant information and refer to appropriate sources of information.
- Respond appropriately to children in a school environment.
- Follow the Safeguarding and Equality policy.
- Understand, abide by, contribute to and promote all Academy policies.
- To comply with GDPR.

HAVE HAD EXPERIENCE OF:

- Working in a school or other education setting supporting learners.
- Working with a diverse range of clients/customers.
- Taking responsibility and using own initiative.
- Using ICT confidently.

HAVE KNOWLEDGE OF:

- How equality of opportunity can be supported and promoted through this post.
- How to support children's development in all areas of learning.
- First aid procedures (training will be given if the post holder does not currently have a first aid certificate).

St Matthew Academy Secondary Inclusion Department Information

The Inclusion team at St Matthew Academy is a supportive team made up of the SENDCo, inclusion teachers and teaching assistants. Members of the department bring skills from specialist teaching areas of Maths, English, Science and Humanities, with experience working in both the Primary and Secondary phase. Team members have a range of teaching experience, from 20 years working in inner London schools to TAs starting their careers, developing their skills with the aim of moving into the teacher profession.

Inclusion is at the heart of everything we do at St Matthew Academy. The aim of the Inclusion department is to ensure that every pupil is included both academically and socially and that we meet the needs of all our pupils so that they make accelerated progress and reach their full potential. All pupils on the SEND register are closely monitored to ensure their social, emotional and academic needs are being met.

The Inclusion department offer a range of support for pupils through our Quality First Teaching both inside and outside the classroom. Through focused interventions, we aim to close all gaps in prior learning and challenge all our pupils to strive to achieve and believe they can achieve, beyond their expected academic ability. Inclusion will always be a whole school effort. We work closely with the safeguarding and child protection, attendance, pastoral and behaviour teams to ensure the best possible provision for all our pupils at St Matthew Academy.

As a department, we work alongside teaching staff to ensure that interventions and strategies deployed enable our pupils to access the curriculum fully and make excellent progress. In the Secondary phases, we offer many interventions that take place before, during and after the school day, to ensure that pupil needs are met. We provide a differentiated curriculum within a smaller group setting for identified pupils in Key Stage 3 and work very closely with the Primary Inclusion Team to ensure every pupil's transition into Secondary school is smooth. At Key Stage 4, we provide specialist additional teaching within the core subjects to support pupil progress towards GCSEs.

Additional specialist provisions include Homework club and Lunchtime club. Pupils are closely targeted and their progress measured so that we can ensure that any intervention has a valuable impact. After each set of ranking exams across the Academy, the data is analysed and a new wave of interventions are put into place to close any gaps between key groups of pupils.



We have strong connections with external agencies working to support the needs of our students and provide specialist training for staff Drumbeat (Autism specialists), Speech and Language Therapy, Outreach Inclusion Service, Educational Psychologists and Occupational therapists.

At the forefront of our success as a department, is our focus on fluid communication with parents and carers. Alongside day-to-day communication, we also hold coffee mornings to showcase our pupils successes and for families to gain the expertise needed to support their child.

If you are passionate about inclusion and would like to join our progressive department, then we would very much like to hear from you.

February 2024