

Recruitment Pack – Teaching and Learning Assistant – Sixth Form Located at West Thames College

**Closing date 26th June 12 noon, Interviews will take place
w/c 29th June 2020**

During the COVID-19 pandemic the interview will be conducted remotely via Teams

Welcome to The Rise School - A Vibrant Learning Community.

Welcome to our school community. Our pupils are some of the most vulnerable children in society and we are passionate in our desire to see them blossom, experience success and develop confidence and strategies to overcome some of the challenges associated with their autism. We have two pillars that run throughout all our work: the academic and social progress of our pupils. These are of equal importance.

Vibrant

Our school is a vibrant place to work. We've got great facilities: a wellbeing garden, sensory room, soft-play room and a gym – which staff use too. Break and lunch times are opportunities to play and interact with our pupils, role-modelling our values.

Learning also takes place outside the classroom via frequent trips, camping, externally-led workshops, community trips and after school clubs.

Learning

Learning is at the heart of everything that we do at The Rise – we make the effort to make sure 'learning is irresistible' for our pupils and is equally underpinned by the principle of being evidence-informed.

Learning is central for staff too - you are encouraged to take proactive ownership of your CPD. There are many ways to develop yourself which of course include conference attendance but goes beyond also: borrow a book from the staff library in the staffroom, read the L&T bulletin and platform, access an online learning course, talk and observe colleagues. Recommendations of books to add to our library, or courses you think look interesting, are always welcomed.

Community

Team work is central to all our achievements at The Rise. You will find yourself part of a staff body who is empowered to be proactive and take their own initiative; are flexible and are willing to go above and beyond to support one another.

The sense of community is developed through our Wellbeing initiatives such as 'Secret Buddy' and Friday's 3-4pm slot where you can cultivate your wellbeing through learning something new or relating to your colleagues: we've had knitting, fitness, running, dance, relaxation, art sessions. Our community is strengthened by giving and receiving feedback to one another – it's how we all grow and develop. We support our families through half-termly 'Parent Meets' and socials.

Values

Our school values are Be Kind, Be Resilient, Be Proud. They were generated collaboratively and underpin our community. We explicitly teach, embed and celebrate these values, for example our kindness trees are growing outside each classroom.

The Rise is a very special place for children and young people to learn, thrive and be happy, hand in hand with our families. It's an equally special place to work.

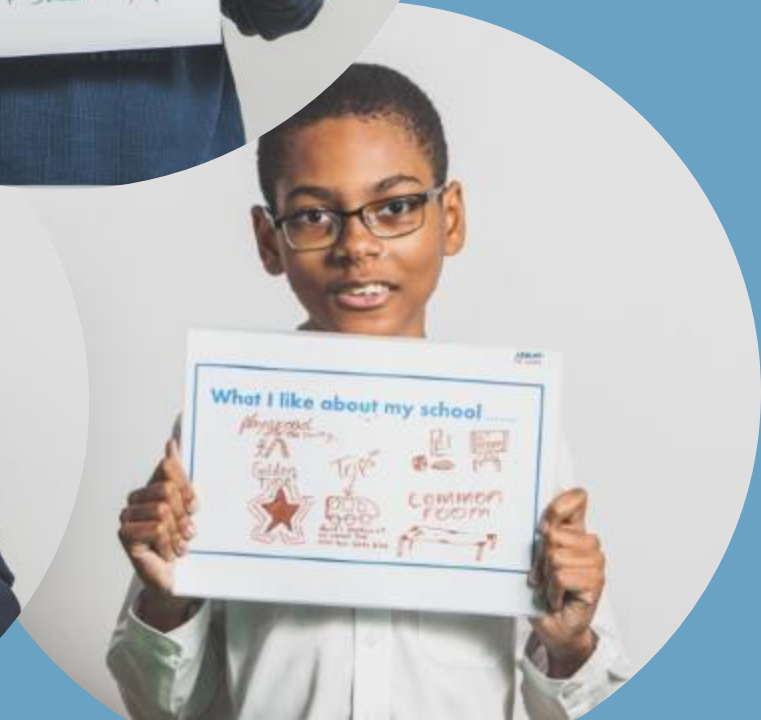
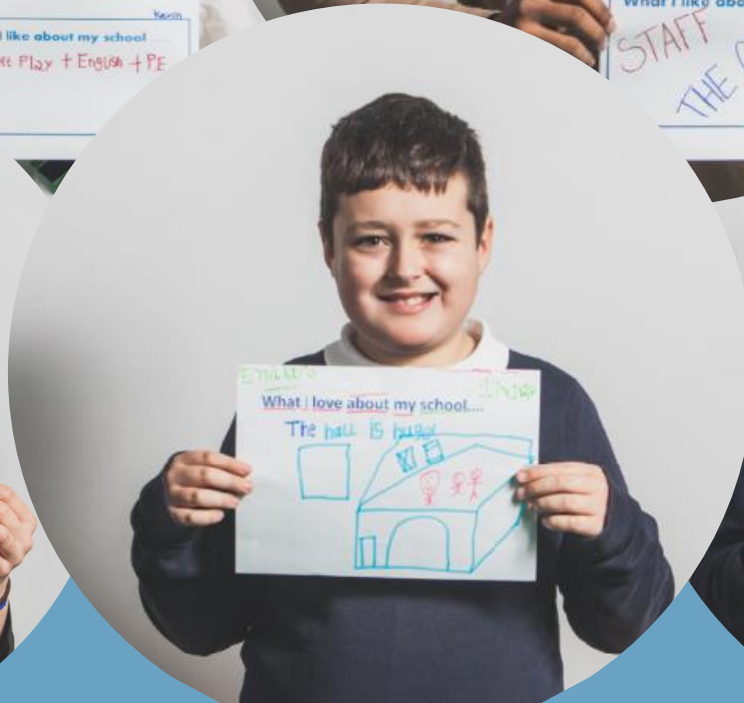
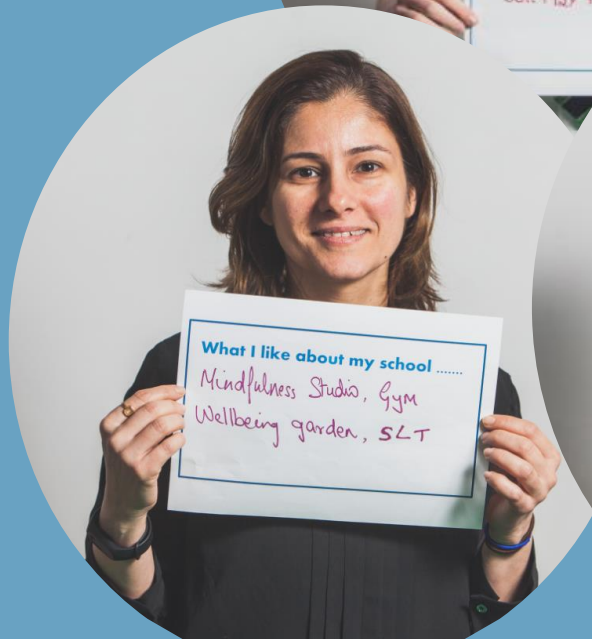
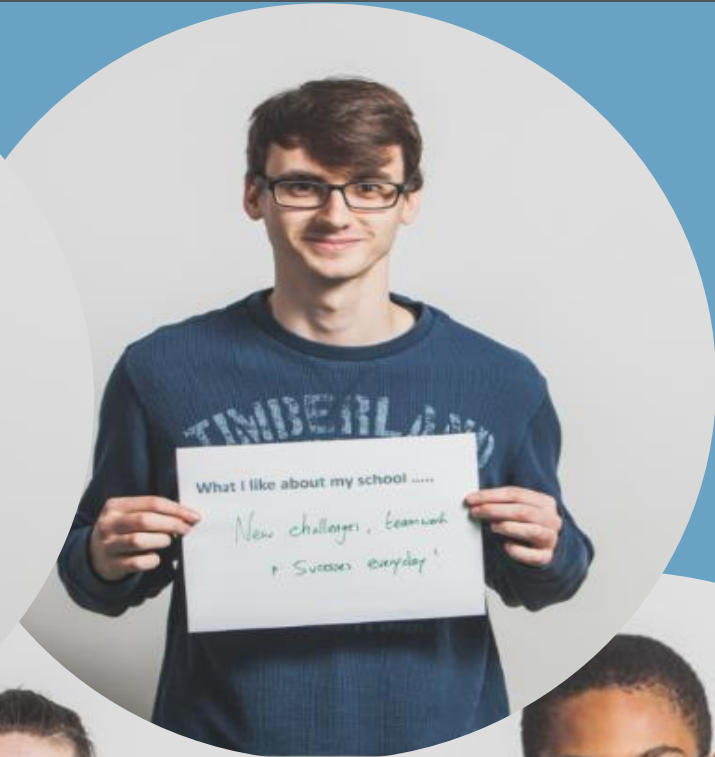
We hope to welcome you to our team!

Reasons to be a TLA at The Rise Sixth Form in September 2020

- Support our young adults' transition from school to college and beyond
 - Support them as they attend:
 - Their college course
 - Work experience placements
 - The wraparound curriculum including PSHE, Finance, Employability
 - Make a difference by supporting our young people to complete their work and meet deadlines
 - Work in a brand new, well-resourced provision, which has great facilities such as an IT suite and quiet rooms
 - We have a 'say yes' approach to CPD and staff wellbeing is our priority
 - Be part of a **small, happy staff team** really making a difference to the lives of children with autism and their families
 -
- "The Rise 6th Form support staff at West Thames College have been fundamental in helping my son achieve independence as he moves towards adulthood".
- Parent quote



Our School: What pupils and staff have to say:



Our School: What staff have to say (Annual Survey – May 2019)

95%

feel able to
manage their
WELLBEING

98%

would
RECOMMEND
The Rise as a
work place

97%

feel they
receive
regular
FEEDBACK

98%

feel **PROUD**
to work at The
Rise

97%

feel
MOTIVATED

97%

think The Rise
is well **LED**
and
MANAGED.

Our School: The Facilities



Our School: Finding Out More

We LOVE visitors and would absolutely encourage any potential applicants to come and see the school in action during the day. This is particularly relevant for mainstream teachers who might not be sure about making the switch to a SEND school (you definitely should!) However, sadly that is not possible during the COVID-19 pandemic, so please do use these links to try and get a better flavour of what we do here.

<http://www.theriseschool.com/>

<https://twitter.com/RiseSchoolUK>

[The Rise School Video – Who we are \(2020\)](#)

[The Rise School Video – Oli's Tour: Values, Wellbeing \(2018\)](#)

[Ofsted Report \(June 2017\)](#)



Job Description: Teaching and Learning Assistant

Job Band: TLA Scale 4 - £17,379 per annum

Job Term: Permanent

Purpose:

To support the education of pupils who need specialist support to overcome specific barriers to learning.

Based at West Thames College but may be required to work at The Rise School

Key Tasks and Responsibilities

Duties

- Contribute and support to the overall vision and values of The Rise Sixth Form and School.
- Use specialist knowledge and experience to support pupils' learning.
- Work as part of a team and assist the class teacher to ensure quality education for the children.
- Assist with the planning and delivery of individual support plans (or other pupil-specific plans).
- Provide clerical/administrative support to the assigned teacher, eg. Photocopying, typing, filing and record-keeping.
- Monitor and evaluate pupils' progress and maintain pupil records where appropriate.
- Be aware of and support school policies and procedures.
- Liaise with parents, carers and professional staff (such as OT/SALT) in order to promote the holistic learning objectives of each pupil.
- Assist reception with the arrival and departure of children at the beginning and end of school sessions.
- Assist pupils with UCAS forms or Apprenticeship paperwork
- Assist pupils with writing personal statements
- Develop and implement actions that will promote the integration of the pupil with his/her peers.

- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Attend appropriate staff meetings and CPD Opportunities as requested.
- Have the highest expectations of our pupils learning and behaviour.
- Be aspirational for our pupils' future after school.
- Support and attend Annual Calendar Events, Parents Evenings, Sixth Form Induction, Results day, Sixth Form Enrolment and Rewards evening.
- Support the organisation of work related learning/careers guidance and progress monitoring for Year 11, 12, and 13 future events, including work experience and work experience visits.

Equalities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Training & Professional Development

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

To undertake any other appropriate responsibilities and duties that may arise as and when required.

Person Specification: Teaching and Learning Assistant

The personal specification shows the abilities and skills you will need to carry out the duties in the job description.

Education Levels & Qualifications

- Educated to at least GCSE Grade C standard or equivalent in English and Mathematics **Essential**

Specific Knowledge, Experience & Technical Skills

- Experience of working with children and young people with autism **Essential**
- Experience of managing challenging behaviour **Essential**
- Commitment to the principles of positive behaviour approaches and positive handling techniques **Essential**
- Ability to demonstrate an understanding and personal commitment to safeguarding and promoting the welfare of children and young people **Essential**

Personal Attributes

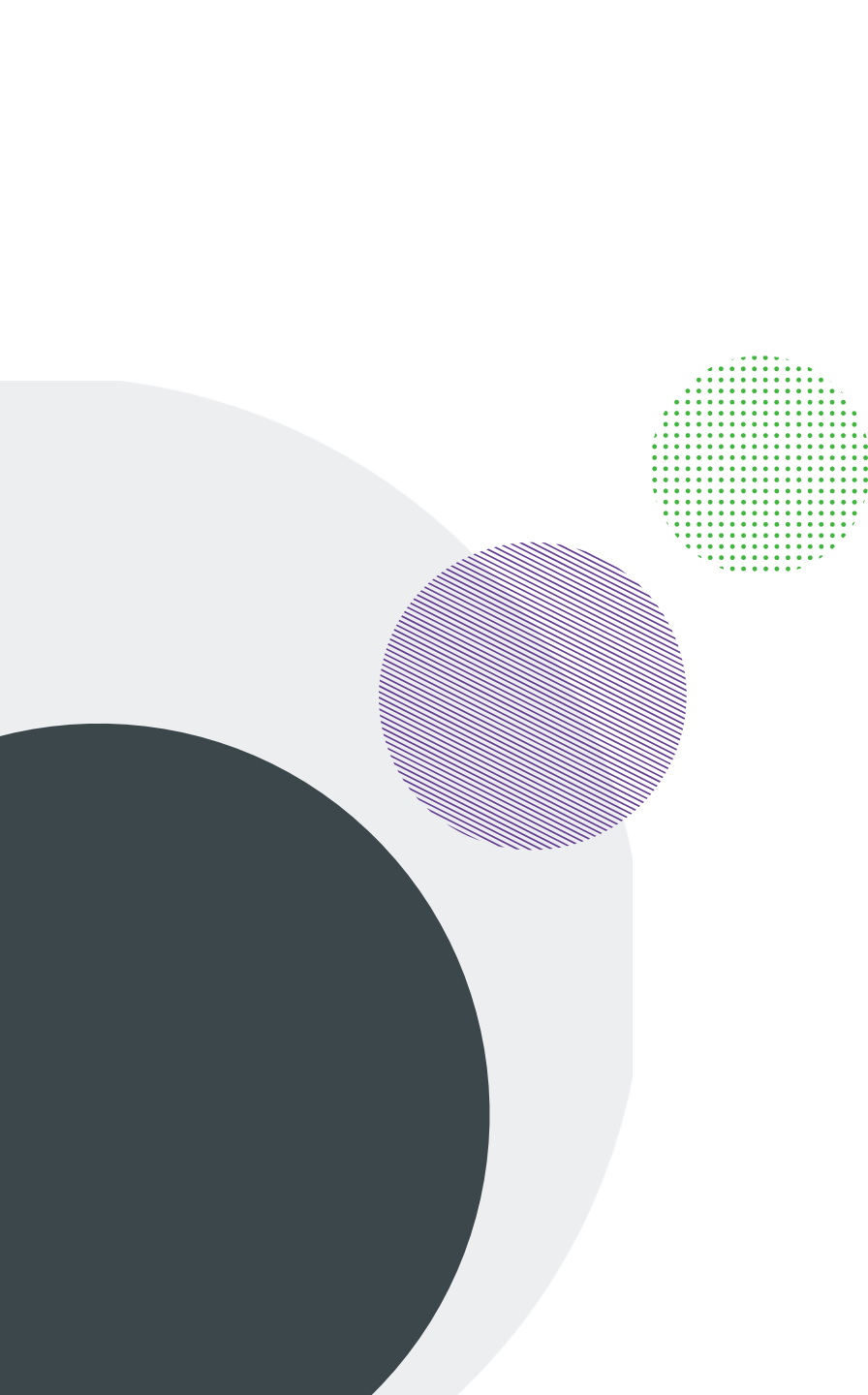
- Good communication both verbal and written **Essential**
- Ability to communicate effectively with a range of stakeholders **Essential**
- Ability to work effectively as a member of a multi-disciplinary team **Essential**
- Good organisation, planning and prioritisation skills **Essential**
- Ability to work using own initiative **Essential**
- Ability to solve problems quickly and decisively and able to stay calm in a crisis **Essential**
- IT literate **Essential**
- Physically and emotionally resilient in order to work with children **Essential**

Safer Recruitment

The Rise School is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

- **Disclosure** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred
- **Short listing** Short listing will occur after 26th June 2020 with interviews taking place w/c 29th June 2020. Interview Candidates will be subject to an in-depth, virtual/remote interview and assessment. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.
- **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided
- **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides The Rise School with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.
- **Equal Opportunities** The Rise School is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.



The Rise school is a vibrant, special school dedicated to educating pupils with autism ages 4 to 18.

Contact us

The Rise School
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🌐 theriseschool.com

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