

# **Recruitment Pack – Teaching and Learning Assistant Full Time/Term Time Only – Permanent (The Rise Sixth Form Provision)**

**Closing date Friday 24<sup>th</sup> September 2021, 12 noon 2021. Interviews will take place  
w/c 27<sup>th</sup> September 2021 via Microsoft Teams**

# Welcome to The Rise Sixth Form Provision - 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 Sixth Form Provision is a vibrant place to work. We have our own IT suite, classrooms, staff room, and quiet rooms. Break and lunch times are opportunities to interact with our pupils, role-modelling our values. Learning also takes place outside the classroom via frequent trips, externally-led workshops, and community trips.

## **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. We have a “Say Yes” approach to CPD.

## **Community**

The sense of community is developed through our Wellbeing initiatives such as ‘Secret Buddy’ and staff socials where we focus on bonding and building relationships within the team. Our community is strengthened by giving and receiving feedback to one another – it’s how we all grow and develop.

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## **Values Be Kind, Be Resilient, Be Proud, Be Independent**

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!

***We are particularly keen to hear from graduates that see a TLA role as the first step to a career in teaching either mainstream or special. We are part of the West London Teaching School Alliance (WLTSA) and have a strong track record of training primary and secondary teachers in partnership with St Mary's university. There are a number of funding options available to support this. We are happy to provide further details in advance or at interview.***



# Our School: What pupils have to say:



**"I like the 6th Form hub as it is relaxing and the quiet rooms are like my bedroom where I can go to get some peace and quiet. Staff help to explain the work to me so I find it easier to do. It is a really nice in the college as it has so many courses you can choose."**



**"I like the 6th Form hub as I can relax and play PS4 in my break times. Staff that support us are friendly and help take our anxiety away on bad days and help us with our coursework. The college is friendly and you can make friends easily."**



**"I have a safe and quiet space I can work in."**



**"I like that I can go to the main college for my lessons and make new friends, but I can also go back to The Rise Sixth Form and get the support I need."**

# Our School: What staff have to say (Annual Survey – May 2020)

97%

feel able to  
manage their  
**WELLBEING**

100%

would  
**RECOMMEND**  
The Rise as a  
work place

93%

feel they  
receive  
regular  
**FEEDBACK**

100%

feel **PROUD**  
to work at  
The Rise

98%

feel  
**MOTIVATED**

97%

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

# Our School: Finding Out More

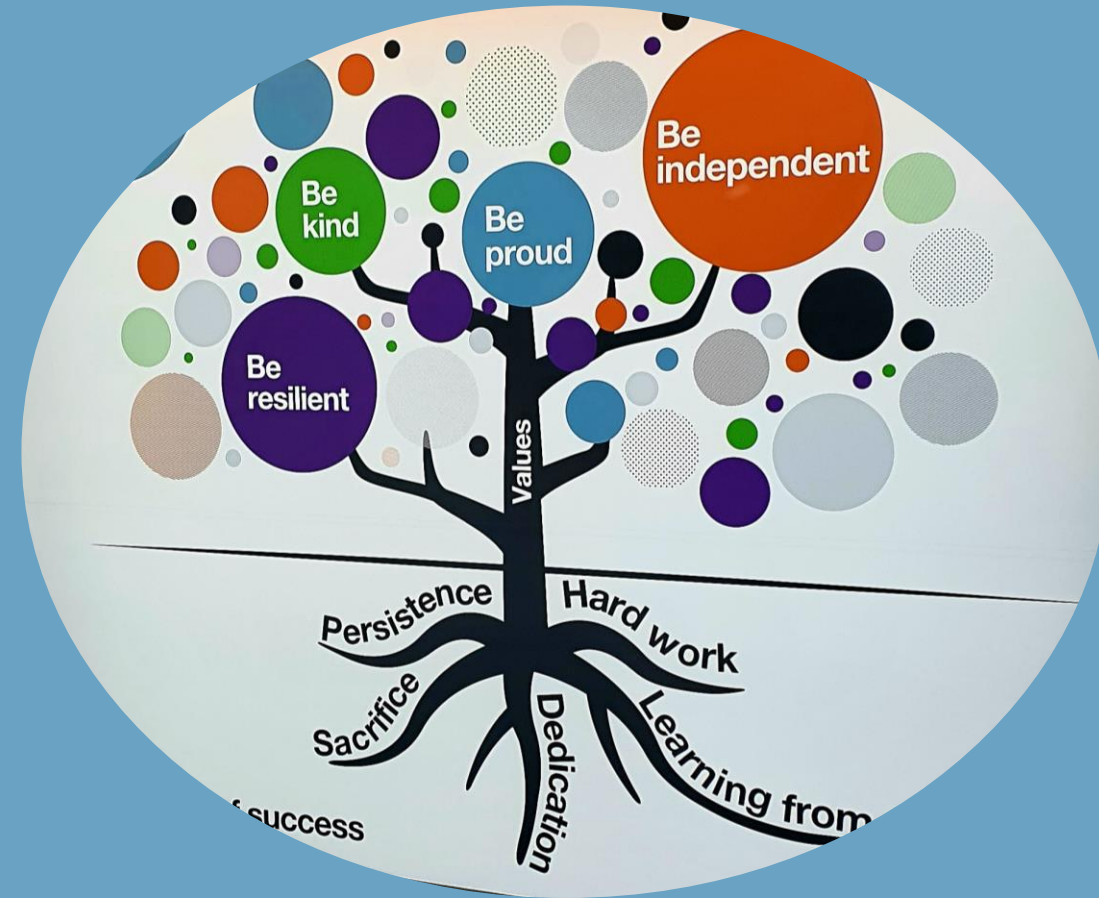
We LOVE visitors and would absolutely encourage any potential applicants to come and see our Sixth Form Provision in action during the day. This is particularly relevant for mainstream teachers who might not be sure about making the switch to a SEND school (you definitely should!)

We are happy to host prospective applicants for a tour but appreciate that with covid, this may be more difficult for some. Please do use the links below to get a better sense of our school.

Our Sixth Form Provision [https://www.youtube.com/watch?v=Lt8AS\\_a14CU](https://www.youtube.com/watch?v=Lt8AS_a14CU)  
<http://www.theriseschool.com/>  
<https://twitter.com/RiseSchoolUK>

[The Rise School Video – Who we are \(2020\)](#)  
[The Rise School Tour with Head of School Helen \(2020\)](#)  
[The Rise School Video – Oli's Tour: Values, Wellbeing \(2018\)](#)

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





# Job Description: Teaching and Learning Assistant - Sixth Form

**Job Band:** TLA Scale 4 - £17,861 per annum

**Job Term:** 37.5 hours per week, 8.30am, to 4.30pm  
Permanent, term time only

## Purpose:

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

## Key Tasks and Responsibilities

### Duties

- Contribute and support to the overall vision and values of The Rise 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 training days/events 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.
- Ensure the highest degree of confidentiality and data protection of all materials.
- Demonstrate a continual commitment to Safeguarding and promoting the welfare of children and young people.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.

### 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 – Sixth Form

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 **Essential**
- Ability to demonstrate an understanding and personal commitment to safeguarding and promoting the welfare of children and young people **Essential**

## Personal Attributes

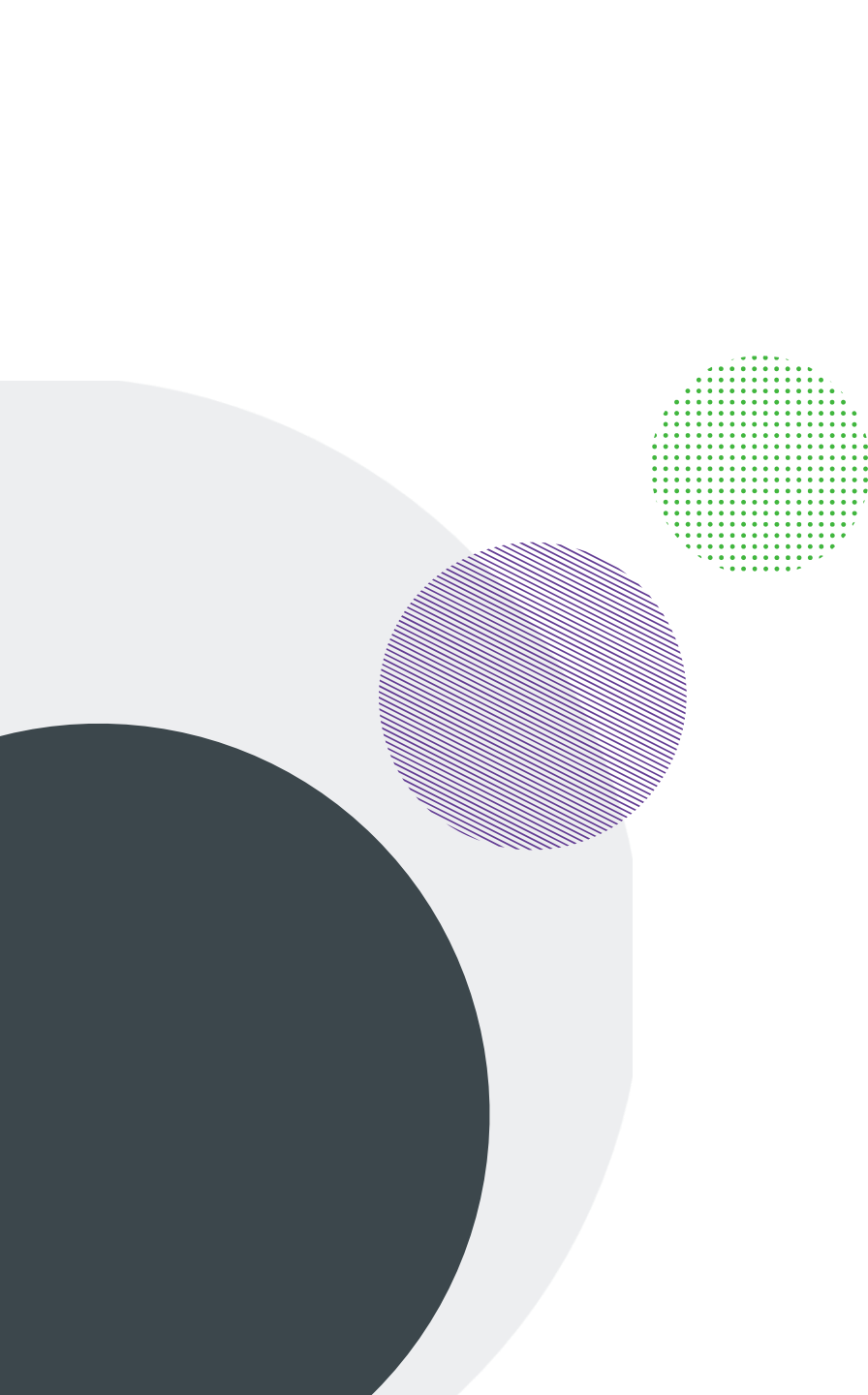
- Excellent communication skills both verbal and written **Essential**
- Ability to communicate effectively with a range of stakeholders **Essential**
- Ability to work effectively as a member of a multi-disciplinary team **Essential**
- Good organisation, planning and prioritisation skills **Essential**
- 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 Sixth Form Provision 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 24<sup>th</sup> September 2021 with interviews taking place w/c 27<sup>th</sup> September 2021. Candidates will be subject to a virtual in-depth 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 Sixth Form Provision is a vibrant, special school dedicated to educating pupils with autism.

**Contact us**

The Rise School  
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