



Recruitment Pack

TEACHING ASSISTANT
FIXED TERM UNTIL JULY 2025





Dear Candidate

Thank you for your interest in the position of Teaching Assistant at Trafalgar School.

The Trafalgar School at Downton is a friendly, rural secondary school, set in the historic village of Downton on the edge of the New Forest. As well as working for the community at Trafalgar, many of our staff choose to live within the surrounding towns and villages, as part of the community they serve.

At The Trafalgar School every individual matters, irrespective of background and ability. We believe in the unlimited potential of every child and have developed a well-deserved reputation for delivering high quality teaching and learning within a caring and nurturing environment. This results in some exceptional outcomes for our students – both academic and more holistically.

Our school ethos is built firmly on our values and vision for young people, on which further information can be found in the enclosed recruitment information and on our website. Our aim is to develop open-minded, flexible, resilient individuals, with the skills and attitudes to be successful in tomorrow's society. Empowering young people to be the source of their own success, is our commitment in enabling our students towards a life fulfilled.

We are seeking to expand our learning support team as the school grows and adapts to meet student needs. This is an opportunity to join a very experienced and caring team. You will be adaptable, versatile, energetic, and keen to throw yourself into the life of our school and its community. You may already be established and seasoned in an educational setting or you may be just starting out on your career in this field, you may even have aspirations towards the teaching profession. Whatever your experience level, what matters is your ability to add value to our work in providing the best possible care and education for our children.

Further information about our school can be found on our website www.trafalgarschool.com and our Facebook page.

To apply for this position, you should complete the application form via the TES portal. The link is on our website's recruitment page.

The start date of this position is May/June 2024. It is a Fixed Term Contract until July 2025 with the possibility of extension once student needs are known for the following school year.

The deadline for applications is 9am on Tuesday 7th May 2024 and interviews will be held w/c 13th May 2024.

I hope the information contained in this recruitment pack gives you a sense of our ethos and value. Should you require any further information, or for an informal discussion regarding the role, please contact our SENDCo, Sarah Burley: s.burley@trafalgar.wilts.sch.uk. or Tel: 01725 550300.

I very much look forward to receiving your application.

Jy Taylor
Headteacher





Our Purpose

OUR VISION FOR YOUNG PEOPLE

By the time they leave our school our young people will be able to communicate effectively. They will be able to solve mathematical and scientific problems. They will be able to express themselves creatively and imaginatively. They will have a strong sense of self, a sense of others and a sense of place. They will make informed choices that effect positively on their own wellbeing. They will ask questions, be reflective and adaptive; capable of thinking and acting for themselves and ready to join forces with others to achieve a goal. They will be positive in their mind-set and willing to face up to a challenge. Our young people will understand what is right and what is wrong, and stand up for equality and human rights. They will appreciate other cultures and traditions. Our young people will be thoughtful, caring and active citizens making a difference to their community and to society.



TOWARDS A LIFE FULFILLED

Empowering young people to be the source of their own success





Our Values

Our values define us and underpin our ambition of a life fulfilled through empowerment. These values apply to our staff, as well as to our student community, so we seek a colleague who is:

STRONG AND SPIRITED

They believe that as an individual and within a community, they are in charge of their own destiny and they have the power to change the world both for others and for their selves. They are self-motivated.

GIVING

They look for opportunities every day to serve other people and to make the world just that little bit better in whatever way they can. By doing this they improve their own sense of self-worth. They understand the importance of civic responsibility, of being a positively contributing member of society.

DETERMINED

They do not give up even if the road gets tough. They are resilient, persevere and achieve their goals. They understand that commitment to a long term goal is the key to a successful and fulfilled life and gives them roots.

COMPASSIONATE

They care about others and themselves and understand that sometimes people need our support.

ENTHUSIASTIC

They enjoy life and appreciate everything they see and do. They find joy in the smallest things. They always give of their best and expect the same from others.

TRUSTWORTHY

They strive to do what is right and value honesty and trust.

RESPECTFUL

They realise that everyone has talents and gifts and should be respected. They expect that both for and from themselves. They listen to others and are courteous. They are socially confident and understand the importance of self-regulation.

OPEN-MINDED

They understand that difference is a positive thing and that no one way is always the right one. They are tolerant of others and expect the same towards themselves.

WHAT
ARE YOUR
VALUES



Salary

MLP Grade D/E

Actual Salary: £16,254.00 (FTE: £23,307 - £24,702)

Hours: 30 hours per week Monday to Friday
8.30am - 3.00pm with 30 minutes unpaid break

Working weeks: 39 weeks per year (term time plus 5 training days)

Paid weeks: 44.85 week per year

Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes - Teacher Pension Scheme and Local Government Pension scheme
- Electric Vehicle scheme
- Cycle to Work scheme
- Wiltshire rewards
- Benenden Healthcare scheme
- Discounted gym membership - Parkwood, Salisbury
- Employee assistance phone line - support with health, financial and legal issues
- Teacher laptops





Our Strategic Plan

Our purpose is to empower students to be the source of their own success. We will do this by:

Safeguarding

1. Providing a healthy, safe, supportive and happy learning environment so that all students have the opportunity to grow emotionally, socially, morally, intellectually and spiritually.

Wellbeing

1. Building positive relationships and a strong community so that all stakeholders feel valued and a sense of belonging.
2. Upholding high standards of behaviour so that all students have a moral understanding and a sense of civic responsibility to make the world a better place.
3. Promoting the physical, mental and emotional health of the child and the importance of a positive mind-set so that all students live long and happy lives.
4. Teaching students to 'fail well' so that all students can rise to a challenge and are able to overcome barriers and setbacks.

Curriculum – 'Building Cultural Capital'

1. Sharing a passion for our subjects and a love of life and each other so that it inspires others.
2. Developing 'academic habits' so that all students become highly effective people.
3. Delivering a curriculum that is knowledge rich and secured through application so that all students can both develop and demonstrate their understanding and capability.
4. Providing teaching (and assessment) of the highest quality so that it motivates, stimulates, builds confidence and ultimately enables students to think and act for themselves.
5. Providing a co-curriculum that builds character and develops lifelong interests.



Role Description

Core Purpose

To provide support of the highest quality.

Key Tasks:

- To promote and be committed to the school's aims and objectives.
- To work with the SENDCo and other staff members to ensure effective interventions in Teaching and Learning, leading to increased student progress.
- To have a flexible approach to support needs and be able to change ways of working when requested.
- To support quality first teaching in classrooms with a range of interventions.
- To contribute to Team Around the Child meetings and Annual Reviews, when requested.
- To deliver aspects of personal care to identified students, as directed by the SENDCo.
- To undertake additional duties as directed.
- To take responsibility for your own professional development and contribute to school wide activities.
- To take full advantage of the school's induction programme.
- To rigorously promote the welfare of young people in all respects and understand the issues surrounding the safeguarding of children and young people.
- To seek, and then act upon, advice and guidance.
- To engage in reflective self-analysis of professional practice.
- To play an active part in the everyday life of the school.

Other Specific Duties:

- To undertake additional duties as requested.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the Role Description.



Person Specification



Experience:

- Experience of working in an educational setting (desirable).

Knowledge and Understanding:

- Has a very real interest in teaching and learning
- Has empathy, rapport and understanding of students of all abilities and backgrounds
- Understands the importance of safeguarding and is rigorous in promoting the welfare of young people
- Ability to work in partnership with and assisting class teachers
- Knowledge of enabling students' learning by working in small groups or 1:1 as directed
- Knowledge and understanding of the specific needs of individual students: eg: if they have an Education, Health & Care Plan.

Skills and Attributes:

- Is competent and confident in literacy and numeracy
- Is a confident user of ICT
- Has a sense of humour and demonstrates energy, courage and determination
- Is ambitious for themselves and the school
- Works effectively with all staff, parents, carers, governors and others in our community
- Ability to establish excellent professional relationships with students
- Ability to use the School's 'Learning Expectations' Behaviour Policy assertively and effectively
- Ability to work independently and as part of a team
- A 'can do' attitude.

Expectations:

- To promote and be committed to the School's aims and objectives
- To work with the SENDCo and other staff members to ensure the effective learning and progress of SEND students.





Recruitment Equity

Safer Recruitment

The Trafalgar School is committed to the safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

Diversity

The Trafalgar School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

Online Checks

Online searches of information that is publicly available online will be carried out for all candidates.

Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the requirements of the Person Specification (evidenced in the Application Pack) will be taken forward from application.

Interview

Those shortlisted will be invited to attend an interview process which may include (post dependant), lesson observations, tasks or role specific activities; further shortlisting may take place after lesson observations for teachers prior to moving forward to formal interview with the Headteacher. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in the application form.

References

References from current employers will be taken for shortlisted candidates, and where necessary, employers may be contacted to gather further information.

Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, be extended to six months. 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 Academy with the opportunity to monitor and review the performance of new staff and in terms of their commitment to safeguarding and relationships.