



## **LEVEL B TEACHING ASSISTANTS NEEDED FOR CENTRAL HUB BRIGHTON Connected PRU and KS4 PRU**

Central Hub Brighton caters for children aged 5-16 who have social, emotional and mental health difficulties



***“A different kind of learning”***

Our vision is to become a holistic hub where children are nurtured, inspired and engaged so that they can achieve to the best of their ability and lead happy and fulfilled lives.

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01273 291294

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01273 327389

Homewood  
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Brighton  
BN1 7LA  
01273 604472

Website: [www.chb.org.uk](http://www.chb.org.uk)

June 2021



Dear Candidate

Thank you for your interest in becoming a Teaching Assistant at Central Hub Brighton.

The PRU is commissioned for 90 students across all key stages and has been judged as "Good" in our last inspection.

Relationships are key, and staff are skilled at developing these and helping students to feel included and wanted – Ofsted reported that "Staff identify pupils' behavioural needs well and provide them with excellent support. Pupils respond positively and make good progress. One pupil said, 'we are like a family' and another said, 'I love it here'. No two days are the same and it is our passion to improve the lives of our students, and the variety of each day, that motivates us to come to work.

The PRU is often lively and challenging, but also a very reward place to work. Our students deserve the very best, and we strive to ensure that this is what they get.

I hope you decide to apply for this role and I look forward to meeting you at interview.

Yours faithfully

A handwritten signature in black ink, appearing to read "Louise Cook".

**Louise Cook**  
**Executive Headteacher**

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## Important Information

### School Visits

We warmly welcome potential applicants to visit the school. We would ask that you keep to our Covid requirements including wearing a face covering. To arrange a visit please contact a member of our school office team on 01273 916595 or email [lyndseymahon@chb.org.uk](mailto:lyndseymahon@chb.org.uk)

### Closing dates for applications - Midday Monday 5<sup>th</sup> July 2021

Please return your completed application form to: [lyndseymahon@chb.org.uk](mailto:lyndseymahon@chb.org.uk)

We are unable to accept applications via post or CVs.

### Shortlisting of candidates and interviews

Emailed letters will be sent to shortlisted candidates by 9th July 2021 and your referees will then be sent a reference request. Interviews w/c 12<sup>th</sup> July 21.

### Salary and hours

There are a number of vacancies and hours can be negotiated with the successful candidates, the posts are term time only. Salary scale 3 bands 5 to 6 £19,312 – £19,698 pro rata + SEN allowance

### Safeguarding

The Management Committee of Central Hub Brighton is committed to safeguarding and promoting the welfare of children and young people. In order to ensure this, our recruitment and selection policy is in accordance with both local and national guidance.

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## JOB DESCRIPTION



**JOB TITLE:** Teaching Assistant – General - Level B

**SECTION:** Schools

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**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**

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### 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**

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- 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.

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## 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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## General Accountabilities

To co-operate in the implementation of the School's Health and Safety policy

In particular: as set out in section 4.7 of the Health & Safety Policy:

To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work

To use equipment according to instructions

To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems

To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

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