



## QUEEN'S PARK HIGH SCHOOL TEACHING ASSISTANT – TEMPORARY

**Term time only**  
**29.25 hours per week**  
**Grade 4 £18,933 - £19,698 ( Pro-rata £12,527.70)**  
**Required from 3rd September 2021**

We are seeking to appoint a caring, reliable and organised person with an interest in inclusive education to support students with special needs to achieve their best at Queen's Park High School. You will need to be flexible and have good levels of initiative in order to perform the many and varied duties. Training and mentoring will be provided as part of the induction process.

Queen's Park High School is a smaller than average 11-18 comprehensive school beautifully situated, close to the heart of the historic city of Chester. In April 2017, the school converted to become an academy within The Learning Trust, working in close partnership with Christleton High School and Chester International School. Our school vision is '*Inspiring Individuals, Empowering Minds, Defining Futures*' and we strive constantly to improve the quality of our students' classroom experiences in the pursuit of outstanding learning. There is a strong ethos of teamwork, sharing of good practice and a commitment to providing the best opportunities to ensure the success of our students at all levels across the school.

For an application form and full information about the position please visit our website [link](#)

**Closing date for return of application forms on Wednesday 4<sup>th</sup> August 2021 at 9am.** Interviews will be held on week commencing 9<sup>th</sup> August 2021. Please email completed application forms to Andrea Nancollas [a.nancollas@qphs.co.uk](mailto:a.nancollas@qphs.co.uk)

If you would like to find out any further information about the post or the school, please contact Andrea Nancollas [a.nancollas@qphs.co.uk](mailto:a.nancollas@qphs.co.uk) in the first instance.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Applicants for all posts will be subject to vetting checks.*

*The successful candidate will be subject to stringent checks and induction processes including 'prohibition from teaching' and 'CRPS' checks.*

*The ability to converse at ease with others in accurate spoken English is essential for the post.*

*Inspiring Individuals • Empowering Minds • Defining Futures*

QUEEN'S PARK HIGH SCHOOL, QUEENS PARK ROAD, CHESTER CH4 7AE

T: 01244 257088 | E: [enquiries@qphs.co.uk](mailto:enquiries@qphs.co.uk) | W: [www.qphs.co.uk](http://www.qphs.co.uk) | [t @qphschester](https://www.facebook.com/qphschester)

Headteacher: Lyndsay Watterson MA NPQH



## JOB DESCRIPTION – TEACHING ASSISTANT GRADE 4

CORE PURPOSE	<ul style="list-style-type: none"><li>• To support the teaching staff and teaching assistants in the development and education of students in accordance with the aims and policies of the school.</li></ul>
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"><li>• Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with students so that their intellectual and social development (including self-reliance and self-esteem) is fostered.</li><li>• Provide input into the planning and evaluation of learning activities for individuals and groups of students to enable the teaching staff to make informed decisions when developing their plans.</li><li>• Supervise the activities of individuals or groups of students both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.</li><li>• Monitor individual students' progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a student.</li><li>• Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the students' well-being.</li><li>• Record student information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained.</li><li>• To work within the mandates given, adhere to school (and TLT) policy, maintain confidentiality at all times, and demonstrate a clear understanding of the Data Protection Act and the implications that it has for managing school data.</li><li>• Attend to the personal, social and physical needs of students so that their well-being is maintained.</li><li>• Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.</li><li>• Display and present the students' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.</li><li>• Attend staff and other meetings and participate in staff training development work and staff reviews as required.</li></ul>

## PERSON SPECIFICATION – TEACHING ASSISTANT GRADE 4

CRITERIA	ESSENTIAL REQUIREMENTS	DESIRABLE ATTRIBUTES
<b>Qualifications</b>	<p>GCSE maths and English at grade C or above.</p> <p>Experience of working with children and young people.</p>	<p>NNEB, NVQ Level 2 or equivalent in supporting teaching and learning.</p> <p>Training in ASC.</p> <p>Evidence of on-going professional development.</p>
<b>Experience</b>	<p>Successful experience of working as a TA with pupils with a variety of SEND needs.</p>	<p>Experience of working across the full age and ability range.</p>
<b>Job related skills and knowledge</b>	<p>Understanding of child development.</p> <p>Ability to support and develop language, social skills and emotional development.</p> <p>Ability to implement Behaviour Support and Management Plans consistently and sensitively.</p> <p>Ability to contribute to assessment of student progress.</p> <p>Respect for confidentiality.</p> <p>Understanding of safeguarding.</p>	<p>Experience of supporting students with ADHD/ODD/ASC/Dyslexia.</p> <p>Knowledge of PDA.</p> <p>Experience of Forest schools and/or outdoor learning experiences.</p>
<b>Personal Qualities</b>	<p>Ability to use initiative.</p> <p>Ability to work alone with a child, or as part of a team.</p> <p>Creative.</p> <p>Confident with a positive attitude.</p> <p>Calm and a good listener.</p> <p>Ability to de-personalise difficult behaviour and be prepared to “wipe the slate clean” as often as is needed.</p> <p>Sense of humour.</p> <p>Flexible approach to the needs of the school.</p> <p>Good level of health and physical fitness.</p> <p>Ability to work with parents and families in a sensitive manner.</p>	