

JOB DESCRIPTION

Title of Post: Assistant Teacher (21/65/AT/WEB)	Location: Camphill School, Glencraig
Accountable to: Class Teachers	
Purpose of the Job: To lead and supervise the work of a team of Additional Special Educational Needs Assistants (ASENAs). To provide additionality to pupils through the use of specialised skills To provide support to the Class Teachers, pupils and the school, in order to raise standards of achievement for all pupils.	
Hourly Rate/ Salary: £22,895.60 - £25,279.80 per annum, Starting at Point 1 of a 4 Point Scale	Hours of Work: 35 hours per week; permanent
Annual Leave: 30 days plus 12 stat days	Length of Contract: Permanent

Key Duties & Responsibilities

Teaching and Learning Support

1. To cover classes in the absence of a teacher.
2. To supervise and take initiative in activities, deploying ASENAs to set up various items of apparatus for the pupil if and when required.
3. To provide targeted support to individuals and groups, as directed by Class Teacher
4. To contribute to the planning for teaching and learning, meeting regularly with the Class Teacher to discuss pupils' progress and to plan and review support.
5. To undertake training in normal contractual hours to develop expertise and specialist knowledge and skills in key areas identified by the Head of Education, and to draw on existing specialist skills and knowledge to respond effectively to pupils with special educational needs.
6. To help prepare and maintain a purposeful, orderly and supportive environment for learning.
7. To observe pupils' performance, and using the systems in place in the school/class, provide the Class Teacher with feedback on pupil progress and help to maintain related records.
8. To ensure robust and detailed communication and regular feedback about the pupils is given to the Class Teacher.
9. To attend formal meetings during contracted hours to discuss pupils' progress with parents and other professionals as part of the relevant staff group.
10. Ensure that specialist skills are used effectively to promote learning so that pupils achieve as much as they can.
11. Demonstrate the ability to distinguish between the roles and responsibilities of the Assistant Teacher's role and the Class Teacher's role.
12. Ensure that you add value to what the Class Teacher is doing rather than replacing them.

Pupil Support

1. To work throughout the school, with any pupil, showing the ability to adapt to differing environments within the school and to the needs of different children.
2. To assist pupils, as directed by the Class Teacher, ensuring continuity of approach and educational support
3. To develop an understanding of the specific needs of the pupil, follow the pupil's Personal Learning Plan, Care Plan and Behavior Support Plan and report any changes in, or concerns about the pupil's progress to the appropriate person.
4. To have a thorough knowledge of and ability to implement pupils' PBS plans.
5. To take a lead in when pupils show behaviour of concern using the appropriate PBS and MAPA strategies and techniques

6. To take initiative in the dynamic situations that may arise in the pupils' day to day school life and environment.
7. To promote and encourage inclusion of the pupil within the school setting, with their peers and within the community where appropriate
8. To supervise the pupils during the morning and lunchtime break, either in a group setting or in the pupil's classroom and to assist the pupil in his or her lunchtime leisure and play activities.
9. To promote and participate in maintaining a safe, aesthetic and comfortable environment for the pupil, in line with Camphill values and practices.
10. To assist the pupils to learn and develop as effectively as possible by role modelling, using appropriate communication strategies, motivating and encouraging the pupils, meeting their needs and enhancing learning whilst encouraging independence.
11. To accompany pupils' and teachers on educational visits and trips during contracted hours.
12. To work with individual pupils and groups, under the direction of the class teacher, introducing tasks, monitoring pupils' work and using a range of strategies to support their learning.
13. To establish a supportive relationship with the pupils and maintain professional boundaries at all times
14. To accompany pupils' and teachers on educational visits and trips during contracted hours.
15. The ability to keep written records and support the development of pupils' literacy and numeracy skills with confidence.
16. Awareness of how pupils learn and the various factors which affect their learning.

Additional Special Educational Needs Assistants (ASENAs) management

1. To contribute to the induction programme for newly-appointed ASEN Assistants and provide mentoring support
2. To provide individual support and feedback to newly-recruited ASEN Assistants and to colleagues on training programmes, acting as a mentor if required.
3. To supervise and provide performance management for a team of ASEN Assistants.
4. To act as coordinator to the ASEN assistants.
5. To share skills with less-experienced ASEN assistants or trainees/volunteers on work placements, modelling good practice and providing simple demonstrations.
6. To disseminate appropriate information to ASEN Assistants and to ensure that they are deployed effectively on a daily basis.
7. To ensure appropriate documentation is completed by ASENAs in a timely and professional manner i.e. incident/accident reports, daily logs and lesson reports, home to school transition books.

Whole School Support

1. To support the school's Camphill aims and ethos.
2. To be aware of and follow all statutory policies and procedures
3. To be aware of and act in accordance with Camphill Community Glenraig's Health and Safety Policy.
4. To maintain any professional registration required by Camphill Community, Glenraig and enact the basic minimum standard of competencies
5. To follow emergency protocols put into place to maintain pupils' safety and that of colleagues and other professionals
6. To report and record all accidents and significant events
7. To ensure work is carried out in line with best practice, demonstrating an awareness of the need to show respect and value to pupils as individuals.
8. An understanding of and commitment to inclusive education.

9. To have an awareness of all Camphill Community Glenraig’s policies and procedures and work within these
10. The ability to work as part of a team.
11. The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.
12. The ability to establish and maintain effective working relationships with Class Teachers and other members of staff.
13. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the teacher/tutor.
14. To support the organisation of the school learning environment, including the production, maintenance and storage of resources.

General

1. A willingness to undertake paid training in normal contractual hours to develop job-related skills and to work towards an NVQ level 4 qualification (or its equivalent) if required.
2. To participate in regular team meetings and attend supervision and annual appraisal reviews with the Class Teacher.
3. To undertake all mandatory and developmental training as identified by Class Teacher and that required of them to maintain minimum standards of practice.
4. To actively reflect on practice and learn from it contributing to one’s own personal developmental.
5. To deal with minor First Aid as required.
6. To participate in various cleaning duties as required to ensure agreed standards are maintained.
7. Actively participate in the school’s Performance Development system (supervision and appraisal) as specified in the Supervision and Appraisal Policy, meeting regularly with your Class Teacher to ensure that performance standards/targets are set and met within the agreed time scale.
8. To carry out any other reasonable duties as requested by the Class Teacher.
9. Within your contracted hours, attend staff meetings, as required.
10. To maintain confidentiality at all times and not gossip about pupils and/or colleagues.
11. To ensure organisation resources are used in a cost effective manner.
12. To identify areas of cost saving within own remit of work where applicable.
13. To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post-holder.

Person Specification

ESSENTIAL CRITERIA – all applicants **MUST** be able to demonstrate **either at short-listing or at interview all essential criteria listed below.**

Applicants should therefore make it clear on their application form how they meet these criteria. Failure to do so may result in you not being shortlisted.

Criteria	Essential	Desirable	Evidenced Through	
			Application Form	Interview
Education Training and Qualifications	QCF Level 4 or equivalent in SEN Educational Support, Early Years, Social Sciences, Psychology or a suitable, related discipline or equivalent.	GCSE English and Mathematics to Grade C or above or equivalent	✓	✓

Criteria	Essential	Desirable	Evidenced Through	
			Application Form	Interview
	Good numeracy and literacy skills		✓	✓
Experience	At least one year's experience as a Classroom Assistant setting with children and young people up to the age of 19 with a learning disability in a SEN school setting	At least six months' experience in a Camphill School or similar setting	✓	
	Experience of dealing with behaviour of concern in a school setting		✓	✓
		Experience in a paid capacity of supervising staff in an educational setting	✓	✓
		Paid experience as a Teacher's Assistant or similar role	✓	
	Experience in the planning and delivery of areas of learning, e.g. arts, crafts, music, literacy, numeracy, science, SEN behaviour support or Early Years.		✓	✓
	Understanding of the principles of child development and learning processes.	Understanding of the basic principles of the Camphill view of child development and learning processes	✓	✓
	Ability to plan effective actions for pupils at risk of underachieving.		✓	✓
	Have experience of, or demonstrate the ability to manage a team including the monitoring, evaluation and prioritisation of others' work.		✓	✓
	Experience in a paid capacity of working with individuals with complex learning disabilities in a school setting		✓	✓
Specialist Knowledge & Skills	A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery.		✓	✓

Criteria	Essential	Desirable	Evidenced Through	
			Application Form	Interview
	<p>Ability to contribute to enhanced pupil experience through one or more of the following skills areas:</p> <ul style="list-style-type: none"> a) communication and interaction difficulties b) the Arts-particularly Music c) cognition and learning difficulties d) behavioural, emotional and social development needs e) sensory processing disorders f) developing literacy skills g) developing numeracy skills 		✓	✓
	<p>Experience of multiagency or multi-disciplinary working</p> <p>Specialised knowledge of or training in working with learning disabilities, associated SEWB issues and interventions such as PBS and MAPA</p>	<ul style="list-style-type: none"> • Training and experience in the management and administration of medicines • Training in Risk Assessment e.g. IOSH 	✓	✓
	Ability to carry out physically and emotionally demanding work			✓
	Ability to respond effectively to dynamic and challenging situations			✓
	Effective verbal and written communication skills		✓	✓
	Willingness to partake in both personal and skills development			✓
Circumstances	Able to take annual leave during school closures only			✓

Criteria	Essential	Desirable	Evidenced Through	
			Application Form	Interview
Other Requirements	Demonstrate the importance of respecting others and delivering excellent services			✓
	Demonstrate a flexible approach to meeting the objectives of the job			✓
<p>Successful candidates will evidence the following in advance of formal offer</p> <ul style="list-style-type: none"> ✓ Enhanced Access NI check ✓ Work permit/ Certificate EU of Settlement Status ✓ Evidence of qualifications ✓ Occupational Health questionnaire ✓ Two satisfactory references 				
Agreement to new Terms and Conditions				
Employee Signature				
Date				



CAMPBILL COMMUNITY GLENCRAIG

POSITION APPLYING FOR 21/65/AT/WEB, Assistant Teacher

PLEASE COMPLETE IN BLACK INK, TYPESCRIPT OR WORD PROCESSED - ALL APPLICATIONS SHOULD BE LEGIBLE AND WILL BE TREATED IN CONFIDENCE

Only Applications Containing All The Information Which Has Been Sought Will Be Considered

PLEASE RETURN COMPLETED FORMS BY: 4pm, Wednesday 13th October 2021

By email to: hr@glenraig.org.uk

Monitoring Form must accompany CVs & application forms to be considered for shortlisting.

Surname:	Title: Mr/Mrs/Miss/Ms Other (please specify)				
Forename(s):	Maiden Name (if appropriate):	Other Former Name(s):			
Home Address:	Address for Correspondence (if different):				
Postcode:	Postcode:				
Home Telephone No. (incl STD Code)	Daytime Telephone No. (incl STD Code)				
Mobile Tel No:	National Insurance No.				
Email Address:					
Do you hold a current full UK driving licence? Yes/No	Do you have access to a form of transport? Yes/No				
Nationality: EC/Non-EC	If Non-EC, please specify				
Do you have the right to work in the UK? Yes / NO					
<i>Note: the organisation will require proof of your right to work in the UK e.g. a passport showing that the holder is a citizen of the United Kingdom or a national of the EEA or Switzerland as required by the Immigration, Asylum and Nationality Act 2006.</i>					
Are you currently NISCC Registered?					
Were you referred by an existing Camphill Community Glenraig Employee? Yes / No					
If yes, Please enter the employee's name here: _____					

EXAMINATIONS PENDING

Qualification(s)	Date to be taken

TRAINING

Details of Training Courses attended and awards achieved, including dates if appropriate.

Details of Course	Organisation who provided Training	Date Course Completed

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute / Organisation	Grade of Membership (Where appropriate)	Membership Number

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PREVIOUS POSTS (Beginning with most recent)

NB: To assist consideration in your application you are advised to give precise dates for each period of employment, where possible. This is particularly important when there are time considerations for shortlisting criteria based on experience/post qualification experience.

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___ —
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___ —
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___ —
Duties (briefly)			

Reason for Leaving

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___ —
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___ —
Duties (briefly)			
Reason for Leaving			

Please account for any period since leaving school/third level education not covered by employment as stated previously

REFEREES

Please name two referees, (not relatives) at least one of whom should have knowledge of your present/most recent work and be in a supervisory/managerial capacity. Camphill Community Glencairg reserves the right to seek a reference from any previous employment.

Current Employer	
Name:	Name:
Capacity in which known	Capacity in which known
Address:	Address:
Postcode:	Postcode:
Daytime Telephone No. (please indicate dialling code)	Daytime Telephone No. (please indicate dialling code)
Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment. (please tick) <input type="checkbox"/>	Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment. (please tick) <input type="checkbox"/>

SPECIAL REQUIREMENTS

<p>Do you require any special arrangements to be made to assist you if called for interview? Please provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p>

PERSONAL DECLARATION

<p>I hereby confirm that the information I have included in this application form is a true and accurate account. I understand that any false information given may result in a job offer being withdrawn.</p> <p>Signature: Date:</p> <p>Please ensure that you have completed all relevant parts of this application form.</p>



CAMPHILL COMMUNITY GLENCRAIG

Camphill Community Glencraig is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we not only meet our legal obligations but even more importantly will result in us designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Please complete and return this form a sealed envelope, along with your application form.

Gender Male Female

What is your religion or belief?

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below:

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am not a member of either the Protestant or the Roman Catholic Community

If you do not complete this questionnaire, we are encouraged to use the “residuary” method which means that we can make a determination on the basis of personal information on file / application form.

Are you married or in a civil partnership YES NO

Age: 16-24 25-29 30-34 40-44 45-49

50-54 55-59 60-64 65-69 65+

Prefer not to say

DOB: ____/____/____

How would you describe your national identity?

English Welsh Scottish Northern Irish

Irish British Other Prefer not to say

Ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box

White

English Welsh Scottish Northern Irish Irish
 Irish Traveller Other White Background

Mixed / multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
 Any other mixed background

Asian / Asian British

Indian Pakistani Bangladeshi Chinese Any other Asian background

Black / African / Caribbean / Black British

African Caribbean Any other Black / African / Caribbean background

Other ethnic group

Arab Any other ethnic group

Disability

Section 1 of the Disability Discrimination Act describes a disabled person as person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition do you consider yourself to be disabled? Yes No

If you answered yes, is there any reasonable adjustment which you believe is necessary for Camphill Community Glencraig to make to allow you to fulfil the requirements of the job for which you are applying?

What is your sexual orientation?

Heterosexual / straight	<input type="checkbox"/>	Gay woman / Lesbian	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Do you have any caring responsibilities?

None	<input type="checkbox"/>		
Primary Carer of a child/children (under 18)	<input type="checkbox"/>	Primary carer of disabled child/children	<input type="checkbox"/>
Primary Carer of disabled adult (over 18)	<input type="checkbox"/>	Primary carer of an older person (65+)	<input type="checkbox"/>
Secondary Carer	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

**By completing this form you have helped us better understand how we, as an employer, ensure equality of opportunity for all.
 Thank you for completing this form.**

Human Resource Quality Manual 1	Issue Date:
Doc Code CCG-HR-F02	Issue 3



Declaration of Convictions Form

We are committed to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007. It also falls within the definition of an “excepted” position under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you **must** tell us about **all** offences and convictions, including those considered ‘spent’.

If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role. If you leave anything out it may affect your application.

This information **will** be verified through an Access NI Enhanced Disclosure check if you are considered to be the preferred candidate and are being offered the position. The check will tell us if you have a criminal record or if your name has been included on the Children’s Barred List and/or Vulnerable Adults Barred List. It is to make sure that individuals who might be a risk to children and/or vulnerable adults are not appointed. Access NI has a Code of Practice which explains this in more detail a copy of this can be made available to you should you wish.

Having a criminal record will not necessarily debar you from this position, this will depend on the nature of the position, your offences or other information contained on the Disclosure Certificate or provided directly to us by the Police.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the section below and return it with your application. The form also asks you to give your written consent to the Access NI check, which will only be obtained if you are the preferred candidate. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

Please complete and return this form a sealed envelope, along with your application form.

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Declaration of Criminal Convictions, Cautions and Bind-Over Orders

In Confidence

Do you have any prosecutions pending? (if yes give please give details)	YES	<input type="checkbox"/>	<input type="checkbox"/>

Have you ever been convicted at a court or cautioned by the police for any offence?	YES	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please list below details of all convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.			

Declaration of Abuse Investigation(s)
Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse?
YES
<input type="checkbox"/> <input type="checkbox"/>
If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s.

Declaration and Consent

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an Access NI Disclosure Certificate Application Form if I am considered to be the preferred candidate and I consent to the Enhanced Disclosure Check being made, and I agree to inquiries relevant to this declaration.

Signature:

Date:

Print name:

Any surname previously known by:

Position applied for: