



Cleeve
Park
School

Teaching Assistant

Permanent, 30 hours per week, 39 weeks per year, from June 2021

Salary: £22,185 to £22,587 pro rata

If you are a dynamic and enthusiastic graduate interested in a career in teaching and seeking an opportunity to gain experience in a school we want to hear from you!

About the role: Cleeve Park School is seeking to appoint an enthusiastic, ambitious and committed Teaching Assistant to join us from April 2021. This is an exciting opportunity for a candidate with a passion to work alongside and support our young people. As a Teaching Assistant, you will be responsible for working with our teachers to secure the best possible outcomes for our students. We expect all of our students to be challenged, to be inspired and to believe in their own ability.

Cleeve Park is a place where traditional values meet innovation. If you want to join a highly successful team who are passionate about the very best education for our young people, and you can inspire learners to seek what they do not yet know, then we want to hear from you.

We are a popular 11-18 school, providing an excellent education for all our students, with a commitment to learning, pride in our community and sharing success in all we do. We are situated in attractive grounds in the south of Bexley and located within easy reach of the M25 with good access to both central London and rural Kent. We have excellent facilities, including a 3G astro pitch and state of the art fitness centre.

If you are seeking to be an inspirational and innovative professional who can motivate and inspire students and really make a difference, then Cleeve Park is for you. We require someone who will share our passion and ambition to provide an excellent education to our students who are engaging and rewarding to work with. We have a strong commitment to staff wellbeing and see work/life balance as a vital element to a fulfilling career. You will receive ongoing support and CPD opportunities across the school and wider TKAT family.

We are committed to safeguarding the welfare of students and expect all staff to share this commitment. An enhanced DBS check will be required for the successful applicant. We welcome applications from current students working towards a qualification or who are interested in gaining experience before entering into our teacher training programme. You will have access to a range of professional development opportunities within the academy and also across the wider Trust, tailored to your career aspirations and areas for development.

If you would like to arrange a conversation with Executive Headteacher, Alex O'Donnell, please contact us for a convenient time.

Closing Date: 20th May 2021

We reserve the right to close the application process early if suitable candidates apply.

www.cleevepark-tkat.org

Cleeve Park School, Bexley Lane
Sidcup, Kent
DA14 4JN

Tel: 020 8302 6418
Fax: 020 8308 1571
Email: enquiries@cleevepark-tkat.org

Headteacher: Mrs Alex O'Donnell
Company Registration Number: 6455757



TEACHING ASSISTANT Level 2 JOB DESCRIPTION	
ACCOUNTABLE TO	Director of Learning Support / SENCo
SCALE	5.1 – 5.4
DURATION	Permanent
JOB PURPOSE	<ul style="list-style-type: none"> ● Provide in class support for students and teachers and support the development of a differentiated curriculum. ● Support group and individual interventions and provide data to inform evaluation of progress. ● Provide support with personal care, intimate care and medical care of students and support with their mobility and access.
Key Area	Responsibility
Responsibilities <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	<ul style="list-style-type: none"> ● Support teachers in ensuring that pupils with special / additional needs are able to access the curriculum and make progress over time. ● Contribute to the assessment of pupil needs and implications for their learning. ● Provide qualitative data on pupil progress in identified cohorts and response to interventions. ● Support the role of parents in pupils' learning and contribute to meetings with parents where required. ● Provide information to colleagues and outside agencies to support pupil progress. ● Support intimate care plans and health care plans where this involves intimate / personal care (toileting, changing clothing and physiotherapy). ● Support healthcare plans where this involves catheterizing, for example. ● Carry out moving and handling to support student transfers onto equipment and toilets and with supporting mobility. ● Escort students to offsite sporting events and weekly swimming sessions and support with changing and participation. ● Undertake medical care in accordance with individual and generic healthcare plans under the supervision of the Student Medical Support Lead, the School Nursing Service and other external agencies (for example The Young Person's Diabetic Team and Epilepsy Specialist Nurse). ● Attend occupational therapy sessions and appointments with wheelchair services or other external agencies as required and feedback to relevant colleagues ● Undertake training relevant to the above.
Areas of Accountability	<ul style="list-style-type: none"> ● Progress of students in receipt of regular and ongoing support.
Professional development	<ul style="list-style-type: none"> ● An ongoing and proactive commitment to professional development in support of student progress and the school's identified priorities, values and ethos.
Discipline, health and safety	<ul style="list-style-type: none"> ● Maintain good order and discipline and safeguard the health and safety among students both within the classroom, school premises and when they are engaged in authorised school activities elsewhere. ● To work in accordance with the guidelines set out in the school Health and safety policy and specific areas.
Examinations	<ul style="list-style-type: none"> ● Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations
General Responsibilities	<ul style="list-style-type: none"> ● Promote the school's values and ethos in accordance with the School's Professional Code. ● Work actively to develop professional expertise by participating in ongoing professional development.
Review of job description	<ul style="list-style-type: none"> ● This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Executive Head Teacher/Head of School. It may be subject to modification and amendment at any time after consultation with the post holder.

www.cleevepark-tkat.org

Cleeve Park School, Bexley Lane
Sidcup, Kent
DA14 4JN

Tel: 020 8302 6418
Fax: 020 8308 1571
Email: enquiries@cleevepark-tkat.org

Headteacher: Mrs Alex O'Donnell
Company Registration Number: 6455757

