



Job Application Pack

Darland High School

Teaching Assistant Level 1

G03 £22,737 - £23,114 FTE

£14,130 – £14,365 Pro rata

Full time (27.5 hrs per week),

Term Time only

Permanent Post

Closing Date:

12:00 noon, Friday 22nd March 2024

Interviews: Date TBC with shortlisted candidates.

Headteacher Joanne Lee





Letter from the Headteacher

Dear Colleague,

Thank you for your interest in working at Darland High School.

I am immensely proud to be the Headteacher here at Darland and I want everyone who comes to Darland High School to be an equally proud member of our family. Our work is about making a real difference to the lives of children so that they in turn make a discernible difference to their communities, our town and our world.

We serve a diverse community in North East Wales, ranging from high levels of disadvantage and deprivation to affluent areas of rural Wrexham, and we work as a team to provide all our students with the best education and opportunities to inspire them to be successful.

Our students are at the heart of everything we do at Darland High School, every child matters to us and we believe that every child can succeed. Our values of Courage, Honesty, Respect, Resilience and Kindness underpin all our work. Our expectations for academic standards and behaviour are therefore unapologetically high.

At Darland you will find a creative and ambitious team, this creativity and innovative mind-set is seen across the Darland Learning Community. The Darland Learning Community is an innovative partnership we have created in conjunction with our primary colleagues of St Peter's Rossett, All Saints' Gresford, The Rofft Marford, Holt CP and Llay Park Llay. A strong partnership of like-minded educationalists serving the communities of North East Wrexham.

The last four years have seen significant changes in society and the school. Over the course of that period our GCSE results have bucked the national trend and have increased year on year to some of the highest results in North Wales. We are undoubtedly on a journey of change with our sights set on becoming the sector-leading school in the area. We have a dedicated team of over 120 staff who work together tirelessly with our wider community with this goal in mind.

I look forward to reading your application.

Kind regards,

Joanne Lee

Headteacher



Chair of Governors, Elaine Lacey, & Headteacher, Joanne Lee



Application Details

Thank you for your interest in the post of 'Teaching Assistant Level 1 vacancy at Darland High School. We are looking for a passionate and driven individual to make a contribution to the current team at DHS.

Further details of this post can be found in this pack, details of the school can be found on our website which is currently being updated. Details of how to apply can be found below:

How to Apply

Should you wish to apply for the post, please complete and return the Wrexham Authority application form directly to the school along with a covering letter addressed to our Headteacher, Mrs. J Lee, which clearly demonstrates your suitability for this role.

Applications can be downloaded from our website and submitted via email to headteacher@darlandschool.org.uk with **Application for L1 Teaching Assistant** in the subject line, or by post for the attention of Mrs Lee, to the following address:

Recruitment

Darland High School
Chester Road
Rossett
Wrexham
LL12 0DL

Please be aware that postal services may be delayed in the current climate. We recommend you email your application.

Application forms: These can be downloaded from the school website at <https://darland.wrexham.sch.uk/vacancies/>

Wherever possible, please provide email addresses for your referees.

Closing Date: Please ensure your application arrives by 12:00 noon on the closing date of Friday 22nd March 2024

Interview: Interviews for the role will be held after the Easter break, shortlisted candidates will be informed of the dates.

Safeguarding: Darland High School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. As this post is subject to a DBS check, the Local Authority will require you to pay for the cost of this check, as part of the DBS application. You will also be required to register with the EWC prior to starting in post, for which there is also a fee.



Post: Teaching Assistant Level 1

Level 1—Grade G03 Job ID 1065

Please find the generic job description below.

PURPOSE:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. To implement strategies to support individuals shared via Individual Development Plans/ Small Step Targets/ Additional Needs Coordinator/ outside agencies. The successful applicant will be expected to work in a diverse way linked either to a department or to the Additional Needs Resource.

DIMENSIONS:

Darland High School is an English-medium secondary school in North East Wrexham. The Additional Needs Resource caters for a wide number of students who experience a range of barriers to their learning, predominantly difficulties associated with Dyslexia and Social Communications. We are looking for a confident and enthusiastic individual who enjoys working with pupils to help them succeed. Experience of working with teenagers and an eagerness to learn / adapt to new systems and technology is desirable.

In light of the current circumstances please contact the Headteacher's PA Mrs. Clare Pickup on headteacher@darlandschool.org.uk directly if you wish to have a tour of the site and a discussion about the role prior to the deadline.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR THE PUPILS

- Attend to the pupils' personal and educational needs, and implement related person centred programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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
- Encourage pupils to act independently as appropriate

SUPPORT FOR THE TEACHERS

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, Curriculum for Wales as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher 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 all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Ensure compliance with Darland High School Teaching Assistant's Code of Conduct
- Appreciate and support the role of other professionals
- Attend relevant meetings as required, once weekly
- 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 lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

CONTACTS

Headteacher
All Teaching/Non Teaching Staff
Pupils
Parents

PERSON SPECIFICATION

POST: TEACHING ASSISTANT – LEVEL 1 GENERAL

PURPOSE:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

ITEM	ESSENTIAL	DESIRABLE
Qualifications	Good numeracy/literacy skills GCSE grade C or above English and Maths or equivalent	
Experience		Working with or caring for children of relevant age 10-16.
Knowledge and Skills	Appropriate knowledge of first aid Use basic technology – computer, video, photocopier Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Willingness to participate in development and training opportunities	Knowledge of barriers to learning due to specific difficulties such as Autism, Dyslexia and ADHD