



Teaching Assistant



Julie Bravo
Queensway School



QUEENSWAY SCHOOL
Teaching Assistant
37 hours per week Term Time only + 1 week
Salary: Scale 3 (SCP3 – SCP5)
Actual Salary: £21,228 - £21,565
12 month contract
(in the first instance – to be reviewed)

We are seeking to appoint a Teaching Assistant to join our school. It is a fantastic opportunity to join an established team that has excelled in so many areas.

This post is suitable for both experienced and qualified Level 2/3 Teaching Assistants and is an exciting opportunity for a dynamic, ambitious and energetic individual who will be working with our skilful team of specialised teachers.

The position is to work at either one of our two sites working with both SEMH and ASD students.

Queensway School

Queensway was established as an academy in March 2018 when it became part of the Learning Community Trust. It was the result of a merger of an autistic provision which had been linked to HLC Secondary and a SEMH school that required a sponsor and a new start.

Queensway is across two sites – the North site in Hadley is a school for children with a diagnosis of Autism. The school has a PAN of 60 but due to demand for places always has additional students. It is a modern purpose, self-contained building on a lovely site with sensory and quiet rooms as well as a Sports Hall and good outdoor spaces. Queensway North has achieved Autism Accreditation from the National Autistic Society, and our skills and strategies are worthy of their award. The school itself then 'leads' on Autism training both with the Local Authority and some external organisations.

The south site, in Dawley, has quiet rooms, teaching spaces and an excellent purpose-built skills centre for practical work which is where our new provision for motor vehicle is to be placed. Queensway South caters mainly for KS3 and KS4 students but on occasion we offer placements to KS2 students where appropriate. The PAN at South is 54 but is also consistently oversubscribed.

Both sites offer an extensive curriculum which includes English, Mathematics, Science, Design Technology, Art and Physical Education, Humanities, Creative iMedia, Product Design, Forest Schools, Land Based Studies, Motor Vehicle, Hair and Beauty, Duke of Edinburgh Performing Arts, Health and Social Care and Photography. We have newly introduced Independent Living and Life Skills. Social skills/education permeates through the curriculum on both sites preparing our students for life as young adults.

All students are encouraged to take a range of examinations which best meet their needs from the differentiated curriculum which is individually designed by the experienced staff team. The outcomes have improved year on year and in 2022 over 90% of students gained five or more GCSEs at Grade 1-9 including English and Maths which was a significant achievement.

Both sites have their individual teaching teams, support staff and highly experienced Pastoral leads who also lead on safeguarding. We are fully staffed but are exploring different staffing models to best support the children.

Queensway prides itself on its close working relationships with parents and good communications between home and school happen on a daily basis.

You will join a Trust steeped in a culture of wanting the very best for our children and that is very ambitious for its schools. As a school, you will be joining a community that will do anything to make their children's lives successful whilst preparing them for the next steps in their lives.

For more information, have a look at our website www.queensway.school

Learning Community Trust

We are very proud to be a part of the LCT. The expertise and skills the staff have across the trust is invaluable in sharing best practice and our experience in working with children and young people with SEND is greatly valued in our mainstream schools. We are the only provision in Telford and Wrekin for students with these needs, all our young people have an EHC plan and we work with the LA over admissions.

The LCT mission is very simple; we are driven to be an outstanding MAT for our community with a clear vision to provide the best possible education for all the children and young people in our Trust, helping them to be successful in all they do both now and in the future.

The Learning Community Trust was established in June 2017 following agreement with the DfE/RSC to establish a MAT in this community. Not only were we approved as a MAT but we are also an academy sponsor.

We keep our aims at the forefront of all we do, they represent our values as well as our intentions:

- To focus, across our schools, on **excellence** by achieving the best possible educational outcomes for our children and students by engaging and inspiring them, building their resilience and preparing them for work and adult life.
- To drive a **collaborative culture** across our schools which drives and supports improvement and develops all our staff as leading professionals
- To provide the highest levels of **care and support** for our children so they can succeed, including those that are the most disadvantaged, vulnerable or with special needs in our community

- To ensure our schools are at the heart of the community they serve and are truly **inclusive** organisations with equality for all across our community
- To engage positively with our families and wider **community**, building partnerships and programmes that develop opportunities beyond the school sector.

We have four strategic objectives which drive our work:

1. Our learners are engaged and successful
2. We have high quality staff across our Trust
3. We have a culture of continuous improvement
4. Our leadership and Governance is exemplary

For more information on Learning Community Trust, please have a look at the website <https://learningcommunitytrust.co.uk>



Julie Bravo
Headteacher
Queensway School

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy available on our website: www.queensway.school





TEACHING JOB DESCRIPTION



**Teaching Assistant
Queensway School
part of the
Learning Community Trust**
Salary Range: Scale 3 SCP5 – SCP6
37 hours per week term time only + 1 week
Actual Salary £21,228 to £21,565
12 month contract in the first instance to be reviewed

Background:

Queensway School is part of the Learning Community Trust, and we are looking to appoint an enthusiastic and experienced Teaching Assistant. This is a specialist provision for young people with an EHCP with a primary need of either Social, Emotional and Mental Health or a diagnosis of ASC.

Currently we are over-subscribed and have 134 students (Y7-Y11) on roll (69 at North Campus and 65 at South), who are taught by a team of specialist teachers and support staff. Students are in small classes of 6/8 students to support their learning and the model is of a teacher plus teaching assistant in each class.

We are seeking to appoint a Teaching Assistant to join our school. It is a fantastic opportunity to join an established team that has excelled in so many areas.

This post is suitable for both experienced and qualified Level 2/3 Teaching Assistants, and is an exciting opportunity for a dynamic, ambitious and energetic individual who will be working with our skilful team of specialised teachers.

The position is to work across either of our sites working with both SEMH and ASD students.

The key benefits to working within our school are the relationships with not only a highly supportive staff community as well as with the students, who will enthuse you to support fantastic lessons each and every day. You will also have free use of the LCT health and fitness centre, four-court sports hall and 25-metre indoor swimming pool. Importantly, one of our key principles is to support your welfare, and as part of this we offer a comprehensive Employee Assistance Programme.

Next Steps

If you wish further information, visits of the school and informal discussions please contact Sara Millward - PA to Principal/Office Manager at Queensway Special School on sara.millward1@lct.education

Closing date for applications: Thursday 23rd January 2025

Interviews: Tuesday 28th January 2025

Please email your application form to: sara.millward1@lct.education



TEACHING ASSISTANT

JOB DESCRIPTION



**Teaching Assistant
Queensway School part of the Learning
Community Trust
Salary Range: Scale 3**

Name of post holder –

Title of post

Teaching Assistant – Queensway North & South

Salary scale

Scale 3

Point on scale.

5-6

Contracted working weeks.

Term time + 1 week

Hours per week

37.5 hours

Daily working hours

Monday 8.30am – 3.45pm

Tuesday 8.30am – 4pm

Wednesday 8.30am – 4.45pm

Thursday 8.30am – 4pm

Friday 8.30am – 3pm

General duties and responsibilities for Teaching Assistants

- To work with students as individuals or within small groups under the guidance and direction of, and organised by, teaching staff.
- To liaise with the class teacher in discussing the work set for the students and report on the success or otherwise of the work set.
- To refer to daily planning completed by class teachers and to complete any part of that planning that requires your contribution
- To deliver additional support programmes as required.
- To liaise with the Headteacher of Queensway and discuss EHCPs and support programmes for students with special needs.
- To assist with the preparation of programmes of work for students, under the guidance of the teaching staff.

- To undertake general classroom support tasks including the preparation of resources and the setting out and putting away of equipment
- To undertake the daily registration of students and liaise with Student Support Managers over matters of absence
- To accompany students on visits as required
- To support the educational and social development of students
- To contribute to reviews, assessments and observations as required
- To work with other professionals e.g., Speech Therapists, Learning Support Advisory staff
- To support students to meet their specific needs and individual targets as required
- To ensure that child protection concerns are passed on the Headteacher of Queensway HLC
- To attend and participate in training as required to meet the needs of students with Autistic Spectrum Conditions/Disorders
- To attend team and staff meetings as required
- To invigilate exams
- To engage in an appraisal programme to promote professional development
- To supervise students during lunch times
- To supervise students during break times
- To supervise students coming into and leaving the building
- To administer first aid and medication as required
- To undertake any reasonable tasks commensurate with the title and grade of the post

Line manager (also responsible for appraisal)

Head of Queensway North & South

Review arrangements.

This document will be reviewed following end of year appraisal reviews and in conjunction the arrangements stated in the campus policy. However, either party may raise issues at any time that is appropriate.

This document has been approved by Ms Julie Bravo.

Signed.....(Applicant)

Date.....

An electronic copy of this document will be kept with your personnel records.