

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Humanities Teaching Assistant

Job Description & Person Specification

www.celtrust.org



About the Role

The job is based at Brannel School, Rectory Road, St Stephen, Saint Austell PL26 7RN.



- ❖ *Are you passionate about making a difference to the lives of young people?*
- ❖ *Are you an aspiring history or geography teacher who wants to use your degree and subject knowledge to inspire and motivate young minds?*
- ❖ *This is your chance to experience the classroom properly before committing to a training programme!*

About the Job

As a Humanities Teaching Assistant you will work alongside our class teachers to raise the learning and attainment of students in history and geography. Your key focus will be to identify and support students who are not making expected progress in these subjects.

About the Team

Brannel School is characterised by the positivity of our staff and the supportive atmosphere around the school. As a Humanities Teaching Assistant, you will be line managed by the Assistant Headteacher (SENDCo) and will work closely with both the Humanities department and the school's learning support and inclusion team.

About You

We *really* want to hear from you if you are someone with excellent subject knowledge in history and/or geography who is able to:

- demonstrate enthusiasm for raising the aspirations and attainment of young people;
- establish a rapport with young people, engaging them and keeping them focused and motivated;
- respond effectively to students, adapting your approach in order to get the best out of each individual.

About the School

Brannel School is situated in the heart of rural Cornwall's China Clay communities and offers 850 places to students aged 11-16. Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m. We aspire to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

We will offer you:

- An energising, supportive and collaborative working environment with high expectations and standards where you can flourish in your career and feel incredibly rewarded by helping those who need it most.
- Colleagues who are reflective, committed professionals, who are motivated by challenge and willing to go the extra mile for our students to achieve the very best results.
- A broad range of opportunities for training and professional development.

Interested in a career in teaching?

This would be an ideal role for a history or geography graduate now considering a role as a teacher. We work with Cornwall SCITT, University of Plymouth, Marjon's University and Learning Institute as training providers offering PGCE's.

- Under the guidance of our humanities teachers, you will gain understanding and experience of implementing lesson planning, enabling you to develop and use schemes of work.
- We will support you to understand how to build subject knowledge in humanities e.g. how the humanities curriculums and units of study are sequenced to allow for progression to be built upon each academic year.
- Working directly with our inclusion team and SEND professionals you will gain experience of supporting students with specific learning and behavioural difficulties, and how to support differentiation and inclusion in humanities.

Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.



Job Description

Job title:	Humanities Teaching Assistant
Job purpose:	To work alongside class teachers to raise the learning and attainment of students in history and geography. To identify and support students (both individually and in small groups) who are not making expected progress in history and geography.
Reporting to:	Line managed by Assistant Headteacher (SENDCo), working closely with Subject Lead for History, Subject Lead for Geography and Humanities Teachers.
Responsible for:	No line management responsibility
Location:	Brannel School
Salary grade:	D
Hours:	31.25 per week, term time plus 3 Inset days

Main Duties and Responsibilities

- ❖ **Supports teaching and learning.** Supports class teachers to increase the achievement of under-achieving and lower ability students at Key Stage 3 and Key Stage 4, including those with special educational needs and disabilities (SEND). This will involve using relevant strategies to support individual and small groups of students within lessons according to the differentiated need of students. Other duties may include mentoring and/or tutoring including GCSE/EBacc Level.
- ❖ **Contributes to an evidence-based approach.** Conducts baseline assessments, delivers pre-planned packages, monitors and records student progress and contributes to team discussion and students' next steps. This will include collating and updating student records, SEND records and provision maps.
- ❖ **Promotes, supports and facilitates inclusion.** Works closely with the inclusion team and other relevant professionals to remove barriers to learning and encourage the participation of all students in learning and extracurricular activities. This will involve delivering specific interventions for students with SEND.
- ❖ **Supports behaviour for learning.** Supports class teachers with maintaining good order and discipline in order to ensure a positive and safe learning environment. This will involve using effective behaviour management strategies consistently in line with the school's policies and procedures.

- ❖ **Organises and manages teaching space and resources.** Supports class teachers to maintain a stimulating and safe learning environment. This will involve preparing lesson resources, setting up classrooms for lessons and creating classroom displays.
- ❖ **Makes a positive contribution to the wider life and ethos of the school.** This will include helping out with, or running, school clubs, and carrying out a share of lunchtime supervisory duties in accordance with published rotas in order to support the school's Behaviour for Learning Policy.

General responsibilities applicable to all staff

- ❖ To be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.
- ❖ To be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ To promote Equality and Diversity in all aspects of work.
- ❖ To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

CELT Special Conditions of Employment

- ❖ Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- ❖ The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance '*Keeping Children Safe in Education*'. The job holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.
- ❖ All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Note

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

Person Specification

	Essential	Desirable	Assessed
Education and Training	<ul style="list-style-type: none"> • A good standard of education with GCSEs at grades 9 to 4 (A* to C) including Mathematics, English and History and/or Geography. • Able to use a range of standard ICT applications effectively. 	<ul style="list-style-type: none"> • Humanities graduate or a relevant History/Geography background would be a strong advantage. • Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, or other relevant qualification. • Knowledge of SIMS Management Information System. • Willingness to work towards a relevant qualification if not already held. 	Application Form/ Certificates
Experience, Knowledge and Skills	<ul style="list-style-type: none"> • A secure knowledge and understanding of History and/or Geography. • Excellent literacy skills. • Excellent numeracy skills. • Excellent teamwork and communication skills. • Good ICT skills, particularly using ICT to support learning. • Good organisational skills. • Active listening skills. • Ability to build effective and professional working relationships with students and adults. 	<ul style="list-style-type: none"> • Experience of supporting teaching in a classroom setting will be a strong advantage. • Relevant experience of working with young people – e.g. in the classroom, teaching overseas, tutoring, youth work etc. • Training in relevant learning strategies. • Knowledge of guidance and requirements around safeguarding children. • Knowledge of how to help adapt and deliver support to meet individual needs. • Understanding of issues related to under-achievement and the barriers to learning that some young people face. 	Application Form/ Interview
Personal Qualities	<p>Able to provide relevant examples which demonstrate:</p> <ul style="list-style-type: none"> • A high level of patience and empathy with children and young people. • A high level of mental and emotional resilience. • The ability to remain calm in stressful situations. • An innovative approach and eagerness to constantly improve. 		Application Form/ Interview
Additional requirements	<ul style="list-style-type: none"> • Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School. • Commitment to maintain confidentiality. • Commitment to safeguarding, wellbeing and equality. • Willingness to continue to learn, develop and train. • Flexibility and willingness to assist with other aspects of school life. 		Application Form/ Interview