

Teaching Assistant (HTLA)

Reporting to:

1. SENDCO

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB), the standing members of which are the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its vision and thereby remains a market leader in independent education.

The Department and Role

We are looking to recruit a committed, dynamic and experienced Teaching Assistant (TA) to join a thriving and successful department at an exciting phase in its expansion. The ideal candidate might be a qualified HLTA or have other additional qualifications or experience to offer.

SEND support at Prior Park is implemented principally by the LDP (Learning Development Programme) Department. The Department is led by the SENCO and currently consists of two dedicated teachers of SEND and one Teaching Assistant. You will be joining a team of committed to supporting our students with SEND to an exceptional standard.



Key Responsibilities

The key responsibilities of the role can be broken down into three key areas:

1. Supporting students

- To support small groups of up to 6 students.
- To develop an understanding of the educational needs of the students involved.
- To assist students to learn as effectively as possible in class, group and individual situations.
- To establish a supportive relationship with the students concerned.
- To encourage the integration of the students into the class.
- To support the inclusion of students in all aspects of school life.
- To help promote and reinforce the students' confidence and self-esteem.
- To help keep students on task and build motivation.
- Be committed to your professional development, to enable us to best support all students within the Learning Development Programme (LDP).
- To support students with ASC through autism advocacy.
- Create and maintain a purposeful, orderly, and supportive environment.
- Use strategies to support pupils to achieve learning targets.
- Assist with the planning of learning activities on a regular basis.
- Monitor pupil responses to learning activities and accurately record achievements and progress as directed.
- Provide detailed and regular feedback to teachers on pupil achievement, progress, issues etc.
- Promote good pupil behaviour, deal promptly with conflict and minor incidents in accordance with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish and maintain constructive relationships with parents.

2. Supporting the SENDCO:

- To assist in the development, implementation, and review of individual Student Support Plans.
- To monitor and record student progress.
- To assist with the administration within LDP.
- To contribute to the evaluation of support programmes, by providing regular feedback about students to the tutor and HSM.
- To contribute, where appropriate, to reviews of students' EHCP.

3. Supporting the School more broadly:

- To liaise, advise and consult with other members of the team supporting the students when asked to do so.
- To complement teachers' delivery of the curriculum.
- To work collaboratively with teaching staff and assist teachers in the planning cycle and the management/preparation of resources.
- To work in conjunction with the Head of LDP/ House Masters and House Mistresses, Heads of Department and Subject Teachers.
- Be responsible for ensuring subject knowledge is developed and participate and contribute to staff training and development.
- Contributing to the maintenance of a caring and stimulating environment for young people.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of the School.

Personal and Professional Specification

The ideal candidate will be an exceptional and inspirational teaching assistant.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • 5 GCSEs including English and Maths at Grade C or above or equivalent • A-Level qualifications or equivalent 	<ul style="list-style-type: none"> • HTLA status • Thrive practitioner • A good Undergraduate degree or equivalent
Experience	<ul style="list-style-type: none"> • Ability to use ICT effectively • Providing high-quality assistance to pupils with educational needs • Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work • Ability to support high quality outcomes • Administrative experience 	<ul style="list-style-type: none"> • Demonstratable experience of improving student outcomes
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication and organisation skills • Ability to work Hard under pressure while maintaining a positive, professional attitude • Ability to organize and priorities workloads and work on own initiative 	

	<ul style="list-style-type: none"> • An ability to relate well to children and develop effective, professional working relationships with adults • Excellent creative teaching ability • Approachable and empathetic to the needs of others • Enthusiasm and an ability to use own initiative • Ability to prioritise and work flexibly as workload requires, and willingness to take ownership of tasks • Attention to detail and ability to actively question and clarify information • A keen sense of humour and a positive 'can do' attitude • A belief in the unlimited potential of every pupil • Passion, resilience, integrity, and optimism • Commitment to personal career development 	
Skills and competences	<ul style="list-style-type: none"> • Understanding the needs of students and the appropriate strategies to support them • Understanding the needs of EAL students 	

Job Description updated April 2023

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implements policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.



Prior Park College

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.