



JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE

Mabel's Furlong, Ledbury, Herefordshire HR8 2HF

11-18 Mixed Comprehensive (NOR 884)

Tel: 01531 631012

Email: admin@jmhs.hereford.sch.uk Website: www.jmhs.hereford.sch.uk

Teaching Assistant Level 2

Permanent Role Required for 1 September 2025

30 hours per week Term Time only, plus 1 week (39 weeks)

JM Grade 4 Point 4 £24,404 pro-rata to contract (actual Salary £17,022.78)

We are seeking to appoint a dedicated member of staff to join the SEND team from September 2025. The successful candidate will be organised, proactive, and passionate about supporting students and their families.

At JMHS, it is our ambition that students with SEND achieve as well as other students and we believe that the best support for students occurs in the classroom. We achieve this through simple, effective and research driven teaching, employing evidence based adaptive and responsive teaching strategies. Our Curriculum, Assessment and Teaching (CAT) policy has been designed to support all students, but to particularly support disadvantaged students and students with SEND. Further information about our CAT policy can be found on the school website.

JMHS was inspected by OFSTED in November 2022 who confirmed our good grading and whose comments included:

- Pupils behave well. They are polite to their teachers and considerate of their peers.
- Parents rate teachers' high expectations because they push pupils to do more. Many say teachers go 'above and beyond' for their children.
- Pupils can do unusual stuff at this exciting school.
- School leaders have constructed a rich and engaging curriculum.

In particular, inspectors made the following comments about the support for SEND students.

"Leaders provide strong support for pupils with special educational needs and/or disabilities (SEND). This is because specialist staff accurately assess and identify their needs. Teachers and teaching assistants are skilled in adapting tasks for these pupils so that they can keep up with their peers."

We welcome visits from prospective applicants. If you would like to visit the school or discuss the position further please email Hayley Newnes (Assistant Headteacher: SENDCo)

hayley.newnes@jmhs.hereford.sch.uk

The Support Staff Application form (link below) should be completed and emailed to vacancies@jmhs.hereford.sch.uk. We do not accept CVs. Please note that we reserve the right to interview prior to the closing date, so early applications are encouraged.

JMHS is committed to the protection and safety of its pupils and therefore all candidates will be subject to a Disclosure and Barring Service check at Enhanced Level and an online google search.

Closing date: 9:00am, Fri 11 July

Interview: w/c 14 July

JOB DESCRIPTION

TEACHING ASSISTANT LEVEL 2

Organisational information:

Responsible to: SENDCO

Functional links : Pupils and parents; outside agencies; teaching and support staff throughout school.

Main Purpose of Job:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Main Responsibilities / Accountabilities:

- To support students in the classroom, or school HUB and assist with delivery of curriculum
- To assist with group activities within and away from the classroom
- To assist with the assessment of children's progress.
- To assist with meeting medical, personal social and behavioural needs.
- To follow the relevant procedures for ensuring that information and data is collected and recorded.

Job Activities: *The postholder will carry out the duties of a Teaching Assistant (Level Two)*

- Support the ethos of the school and follow school routines and procedures.
- Undertake a programme of induction and attend in-service training within and outside school as directed by the Headteacher.
- Be aware of, and maintain, confidential issues as required.

Under the direction of the teacher and/or line manager to:

- Assist in the planning and delivery of designated areas of the curriculum.
- Support pupils in accessing and understanding lesson objectives and key knowledge.
- Assist in the planning, preparation and clearing away of resources necessary for the delivery of the curriculum, including ICT.
- Support the implementation of the school's behaviour policy.
- Support the teacher in the assessment, recording and reporting of pupils' progress.
- Participate in the planning, delivery and evaluation of JMHS SEND plans and EHC plans with the teacher and SENDCO.
- Promote the self-esteem, progress and independent learning of children.
- Provide regular feedback to the teacher and, where relevant, the SENDCO on the participation and progress of pupils.
- Contribute to reviews of children's progress as required.
- Facilitate the inclusion of children with special educational needs and their access to the curriculum.
- Support, as directed, links between home and school.
- Liaise, as directed, with other professionals to support children's needs.
- Assist with the movement of pupils around the building and surrounding areas and with activities away from the classroom within and outside lesson time.
- Participate in general school activities including assembly, break and lunchtime supervision, sports day, school visits etc. as required.
- Be aware of and promote children's general welfare and follow the school's health and safety procedures.
- Carry out other duties as directed by the Headteacher or SENDCO.
- To undertake designated administrative and clerical tasks, in order to support teaching and learning.
- Undergo review of duties and responsibilities according to the school's schedule.

This job description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

PERSON SPECIFICATION
SEND TEACHING ASSISTANT LEVEL 2

| | ESSENTIAL | METHOD OF ASSESSMENT |
|-----------------------------|--|---|
| Experience | Experience of working with children in an educational or social care environment, such as a Level 1 or 2 Teaching Assistant (or equivalent). | Application form Interview |
| Qualifications | Certificate in Learning Support, pastoral care, or social care (or an equivalent qualification). English and Maths at GCSE grades C (or equivalent). | Certificates |
| Training | Willingness to undertake further training as appropriate | Application form Interview |
| Skills and Abilities | Ability to: <ul style="list-style-type: none"> • work effectively within a team; • work flexibly within the school; • maintain a calm but authoritative manner with pupils; • relate well to pupils, parents and staff; • develop high quality learning resources under the direction of the teacher; • accurately record and report on pupils' progress; • follow and apply the teacher's instructions and clearly explain these to pupils; • Effectively use ICT (e.g. email, Internet, adapting worksheets etc.). | Application form Interview References |
| Other Factors | Commitment to working with young people. Willingness to work in support of the inclusive ethos of the school. A thorough understanding of an adults' role in safeguarding young people DBS clearance at Enhanced Level. Willingness to participate in extra-curricular activities. | Application form Interview References |