



**A Specialist School for Deaf children using auditory/oral method of teaching**

**Notetaker/Teaching Assistant**

**Job Grade: H3**

**Hours: approx 32 hours per week, term time only**

**APPLICATION PACK**

**Start Date: September 2024**

**Application Deadline: 3<sup>rd</sup> September 2024 Interviews: 10<sup>th</sup> September 2024**

## Message from the Headteacher

Thank you for your interest in the post Notetaker/Teaching Assistant post at Knightsfield School. Knightsfield is a great place to be for both our pupils and staff.

We are a Special Secondary School for the Deaf and communicate using the auditory/oral method, which means that sign language is NOT used. All of our pupils have EHC plans for their hearing impairment and either have hearing aids or cochlear implants, and communicate by speaking and listening, hence our strap line '**Achieve, Believe, Communicate**'.

Knightsfield School is an expanding school, licensed to teach pupils from Year 5 through to Year 13. We are situated on the same site as Monk's Walk School, this gives us the unique advantage of enabling our pupils to attend classes such as Art and D&T and KS4/5 options with their mainstream peers. We have a long-standing partnership with Oaklands College to enable pupils who opt for vocational courses to access their courses supported by our Teaching Assistants/Notetakers.

Attendance is good and we have an effective Behaviour policy, which ensures that behaviour is generally good throughout the school.

We have approximately 65 pupils on roll with a range of interests, aptitudes and disability. The successful candidate will be someone who strives to ensure ALL pupils succeed, regardless of their academic ability.

**This position is primarily needed to support our increasing number of sixth form pupils who undertake vocational courses at Oaklands College at either their Welwyn Garden City or Oaklands campus, so your own transport is essential.**

At Knightsfield School we recognise that effective teamwork is the key to ensure the best outcomes for our pupils.

This is an exciting time to join Knightsfield School as we continue to expand and improve our curriculum delivery.

I look forward to meeting you soon.



Suzanne Thrower

Headteacher

## Our Advertisement

The Trustees of Knightsfield School are seeking to recruit a Notetaker to support our pupils at Oaklands College, and to act as Teaching Assistant when at Knightsfield School.

### **We can offer:**

- Happy and enthusiastic students who enjoy learning
- A committed team of passionate professionals
- Support for your further professional development

### **We want you to bring:**

- High expectations of pupil behaviour
- Resilience
- Good communication skills
- A fair but firm attitude
- Enthusiasm, common sense, initiative and good humour
- A passion for helping ALL pupils to reach their potential

**We are looking for the right person to fill this important role; you are looking for the right school to work in. We believe that by looking at our website and reading our Information Booklet our school will be the school for you!**

Knightsfield School is an Auditory Oral Secondary School for the Deaf. This means sign language is not used and our students communicate well through speaking and listening.

Visits are welcomed and encouraged in advance of application. The Business Manager welcomes any questions you may have and can be contacted at [lpope@knightsfield.herts.sch.uk](mailto:lpope@knightsfield.herts.sch.uk)

[Please note: This post may be on several sites, access to your own transport with business insurance is required – fuel costs are claimable.](#)

Closing date is: Tuesday 3<sup>rd</sup> September 2024

Interview date: Tuesday 10<sup>th</sup> September 2024

We are committed to safeguarding and promoting the welfare of students and staff. This post will be subject to an enhanced DBS check.

## Personal Specification

The table below outlines some of the main traits & skills expected of the successful candidate. It is not exhaustive.

| Attributes                             | Essential   | Desirable   | Evidence   |
|--|---|---|--|
| Safeguarding                           | <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Evidence of right to work in UK</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of safeguarding practice</li> </ul>                            | <ul style="list-style-type: none"> <li>• Safer Recruitment documentation</li> <li>• Interview</li> </ul>   |
| Qualifications                         | <ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy (at least GCSE or equivalent in English and maths)</li> </ul>   | <ul style="list-style-type: none"> <li>• Evidence of training and development</li> </ul>                          | <ul style="list-style-type: none"> <li>• Original copies of certificates</li> </ul>  |
| Personal                               | <p><b>We are looking for someone who:</b></p> <ul style="list-style-type: none"> <li>• Is self-confident</li> <li>• Is resilient</li> <li>• Can work as part of a team</li> <li>• Has empathy for pupils &amp; colleagues</li> <li>• Is co-operative, flexible &amp; responsible</li> <li>• Is reliable, well organised and committed to high standards</li> <li>• Is committed to improving and enlivening the school environment</li> </ul> | <ul style="list-style-type: none"> <li>• Has a good sense of humour!</li> <li>• Knowledge of First Aid</li> </ul> | <ul style="list-style-type: none"> <li>• Application letter</li> <li>• School Tour</li> <li>• Interview</li> <li>• Lesson observation &amp; subsequent feedback</li> </ul> |
| Professional knowledge & understanding | <p><b>The successful candidate will demonstrate knowledge &amp; understanding of:</b></p> <ul style="list-style-type: none"> <li>• Supporting young people and managing behaviour</li> <li>• The use of ICT</li> <li>• How to communicate with a variety of audiences</li> <li>• How to organise and manage time effectively and how to prioritise</li> </ul>   | <ul style="list-style-type: none"> <li>• How to administrate and manage the workload or young people</li> </ul>   | <ul style="list-style-type: none"> <li>• Application letter</li> <li>• Interview</li> <li>• Lesson observation &amp; subsequent feedback</li> <li>• School Tour</li> </ul> |

## Notetaker/Teaching Assistant - Job Description

### **Main purpose of the Role**

To support our post-16 students at Oaklands College in the classroom setting when required, and through technology. This will include weekly check-ins with the students, liaison with the college tutors and support with assignments and homework. This role will report into the college liaison manager.

When working as a teaching assistant at Knightsfield School you will work with teachers as part of a professional team to organise and support teaching and learning activities for SEN pupils. The primary focus is to work with individuals and groups delivering specified work under the direction and supervision of a qualified teacher. The individual provides specialist learning support for pupils identified as having learning difficulties, including complex and multiple special educational needs, in a broad range of learning situations and settings. The post holder also plans, organises and undertakes other related duties to fully support and underpin learning, personal and social development.

### **Responsibilities**

- Supporting students at Oaklands College as directed on your timetable. This will include supporting them in lessons and via technology;
- Timetable weekly check-ins with all students you are responsible for to ensure their understanding, that their work is up to date, and that their equipment is working correctly;
- Liaison with college tutors to ensure our students are accessing the full curriculum;
- Provide learning activities for individuals and groups of pupils under the professional direction of a teacher, differentiating and adapting learning programmes to suit the needs of all pupils;
- Provide specialist support to pupils with behavioural, communication, social and complex learning needs;
- Short term cover supervision of lessons;
- When at school, supervise individuals and groups of pupils throughout the school day, including supervision in classroom and playground;
- Provide pastoral care to pupils, reporting problems to teachers and SLT as necessary;
- Attending appropriate meetings and training;
- Prepare and clear classroom materials and learning areas as directed by a teacher;
- Prepare and present displays;
- Provide clerical/admin support to teachers (e.g. photocopying, filing etc.)
- Invigilate internal and external examinations and tests.

### **Safeguarding and Welfare**

- Contribute to ensuring the safety and well-being of all pupils, staff and visitors at all times.
- Carry out all duties in a manner which is consistent with school policies, procedures and practices, maintaining at all times the aims and ethos of Knightsfield School.

***Note: This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. A Disclosure and Barring service check will be sought through the Criminal Records Bureau as part of the schools pre-employment checks.***