



ADMIRAL LORD NELSON SCHOOL
DUNDAS LANE
PORTSMOUTH
PO3 5XT
Tel: 023 9236 4536
Email: admin@alns.co.uk

Headteacher: Chris Doherty

Lead Teaching Assistant: Cover

Salary: Band 5 £20,452 - £22,012
(full time equivalent £22,437 - £24,148)

Hours: 37 hours per week/41 weeks
(term time plus 2 weeks)

Start date: As soon as possible

Closing date: Midday Friday 1st September 2023

Interviews held: As soon as possible after closing date

July 2023

Dear Prospective colleague,

Thank you for your interest in working here at Admiral Lord Nelson School. 98% of staff would recommend working at Admiral Lord Nelson School to a colleague looking for a new position. (February 2023 survey).

Please find details of the post together with information about our school!

Always oversubscribed, we are expanding our school so that more local families can experience the excellent education offered here at Admiral Lord Nelson School for over two decades! Therefore, we wish to extend our Student Support team. You will be working closely with the Assistant Headteacher: Inclusivity to deliver lessons to classes in the absence of their usual teacher. This role is for those that enjoy a challenge, working with students and doing something different every day. **Previous experience in a similar role is desirable.**

We will expect you to have a genuine passion for your own professional development and be a practitioner who quickly builds positive relationships with students. This role is for someone who can support to students, so they are empowered to successfully manage their own learning beyond lessons.

A great way to start in education is by starting as a teaching assistant. Full training is provided with lots of opportunities for development and progress. These roles are often a springboard to teaching should you consider this to be your professional development avenue. In addition, this is a great opportunity to shape young people's futures, receive immense job satisfaction in a highly rewarding career, invest in your future and gain experience at Admiral Lord Nelson School.

Dare to Dream, Aim to Achieve



Artsmark
Platinum Award
Awarded by Arts
Council England



Portsmouth
Teaching School Alliance



Salterns Academy Trust is a learning community where every member of staff is motivated by the positive difference they will make to the personal development and the futures of our young people of Portsmouth. It was formed when Admiral Lord Nelson School became a converter academy in April 2014 and sponsored Trafalgar School, which is now our thriving partner Secondary School in Portsmouth.

We have a national reputation for being a truly inclusive school with excellent standards and principled curriculum design, we have a deep-rooted and longstanding commitment to being a UNICEF Rights Respecting School This is a genuinely exciting school to be part of, morally driven by our core values of Inclusivity, Wellbeing and High Expectations.

You will be joining a well-established, innovative team, who enjoy working together, supporting each other to provide and assist teachers in the preparation and delivery of the curriculum.

Sharing good practice is commonplace amongst all teams in our school and our professional learning programme will give you the chance to support colleagues across the school as they really think about how best to build relationships with students and with each other, focusing on restorative practice and further developing our core values of high expectations, inclusivity and wellbeing. We pride ourselves on helping great support staff become the best they can be no matter where they are in their career and as a Lead Teaching Assistant you will play a role in the development of staff within the team and across the school at all stages of their careers.

If you are ambitious and looking to take the next step, we will invest in your development and offer rapid career progression.

The Salterns Academy Trust and Admiral Lord Nelson School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.

If you are interested in joining our amazing team of staff, we'd love to hear from you. Informal visits from those who are interested in finding out more about the role are welcomed. We look forward to discussing what unique skills you could bring to the role and how we could help support you in the next steps of your career.

To apply please complete the application form that can be found on the school website [Vacancies • Admiral Lord Nelson School \(alns.co.uk\)](#) by midday on Friday 1st September 2023. Candidates should send their completed application along with a covering letter to recruitment@alns.co.uk.

JOB ROLE: Lead Teaching Assistant: Cover
PAY BAND: 5
HOURS: 37 per week/41 weeks (Term time only plus 2)
REPORTS TO: Assistant Headteacher: Inclusivity

Admiral Lord Nelson School is a learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Dare to Dream, Aim to Achieve



Artsmark
Platinum Award
Awarded by Arts
Council England



Portsmouth
Teaching School Alliance



Admiral Lord Nelson School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

- To provide cover.
- To deliver lessons to classes in the absence of their usual subject teacher.
- To assist teachers in their preparation and delivery of the curriculum.
- To provide administrative support across the curriculum.
- To deliver Learning Development and Accelerated Reader lessons.
- To provide support to students so they are empowered to successfully manage their own learning beyond lessons.
- To be a tutor and play an active role in the establishment of their House ethos.
- To promote restorative practice at every opportunity, in meetings and communications, with parents, students and colleagues, to maintain the strong, inclusive ethos of the school.

Accountabilities:

1. Cover/Supervision

1. To register and record student attendance in lessons.
2. To instruct students regarding the work left by their subject teacher.
3. To provide students with the necessary resources for their learning.
4. To actively teach students throughout the lessons, supporting them so they are able to make effective progress.
5. To ensure orderly entry and exit of classrooms.
6. To ensure a calm and purposeful atmosphere for working in the classroom.
7. To manage resources effectively and ensure classrooms and activity areas are left tidy and ready for the next lesson.
8. To follow school systems and procedures on behaviour management.

Dare to Dream, Aim to Achieve



Artsmark
Platinum Award
Awarded by Arts
Council England



Portsmouth
Teaching School Alliance



9. To liaise with subject teachers about cover work and student response.
10. When directed by the Headteacher, to lead teaching for classes (including planning and assessment) in the long term absence of a teacher from their subject specialist area.
11. To cover the duties of Teaching Assistants and Student Support Assistants when directed to by the Cover Manager.

2. Curriculum Support Work

1. To support the learning of students 1:1 or in small groups providing subject specialist interventions.
2. Support teachers by contributing to the planning and preparation of resources and lesson plans.
3. Support teachers in the monitoring and assessment of student progress including the collation of reports.
4. Support teachers in dealing with student behaviour through liaison and feedback.
5. Support teachers in the organisation and management of teaching spaces and their resources.
6. Organisation of resources including ordering, cataloguing and maintenance.
7. To deliver Learning Development lessons and Accelerated Reader lessons as required.

3. Whole School Responsibilities

1. To support students with their learning in the Inclusion Room, taking responsibility for this area when directed by the Cover Manager to provide cover
2. To contribute to the provision of extracurricular activities as required.
3. To plan and lead out of hours learning activities, including Independent Learning Club supervision
4. To share responsibility for delivery and support of holiday provision for those students identified as in need of support as well as supporting during revision days for Year 11 students
5. To promote restorative practice at every opportunity, in meetings and communications, with parents, students and colleagues, to maintain the strong, inclusive ethos of the school.
6. To participate in professional learning (including INSET and twilight INSET sessions) and own appraisal meetings, contributing to the identification of own professional development needs and attend relevant meetings.
7. To participate professionally in own line management meetings, appraisal review meetings and team meetings.

Dare to Dream, Aim to Achieve



Artsmark
Platinum Award
Awarded by Arts
Council England



Portsmouth
Teaching School Alliance



8. To actively use Restorative Approaches to maintain and build relationships with staff, students and parents.
9. To participate in the Personal Development curriculum for our students, leading and support events as required.
10. To be a co-tutor
11. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
12. To promote students wellbeing by undertaking supervision of students during breaktimes as timetabled.
13. To support in the supervision of student transitions, between lessons, during the school day under the direction of Line Manager/Senior Leader.
14. To establish and maintain positive, professional relationships with students, staff and parents.
15. To take responsibility for your own wellbeing.
16. At the discretion of the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.

Working within a School is exempted from the Rehabilitation of Offenders Act 1974.

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
- If you have been barred from working with Children and/or Adults at risk.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)

The filtering rules were updated on 28 November 2020 as follows:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate

Dare to Dream, Aim to Achieve



Artsmark
Platinum Award
Awarded by Arts
Council England



Portsmouth
Teaching School Alliance

