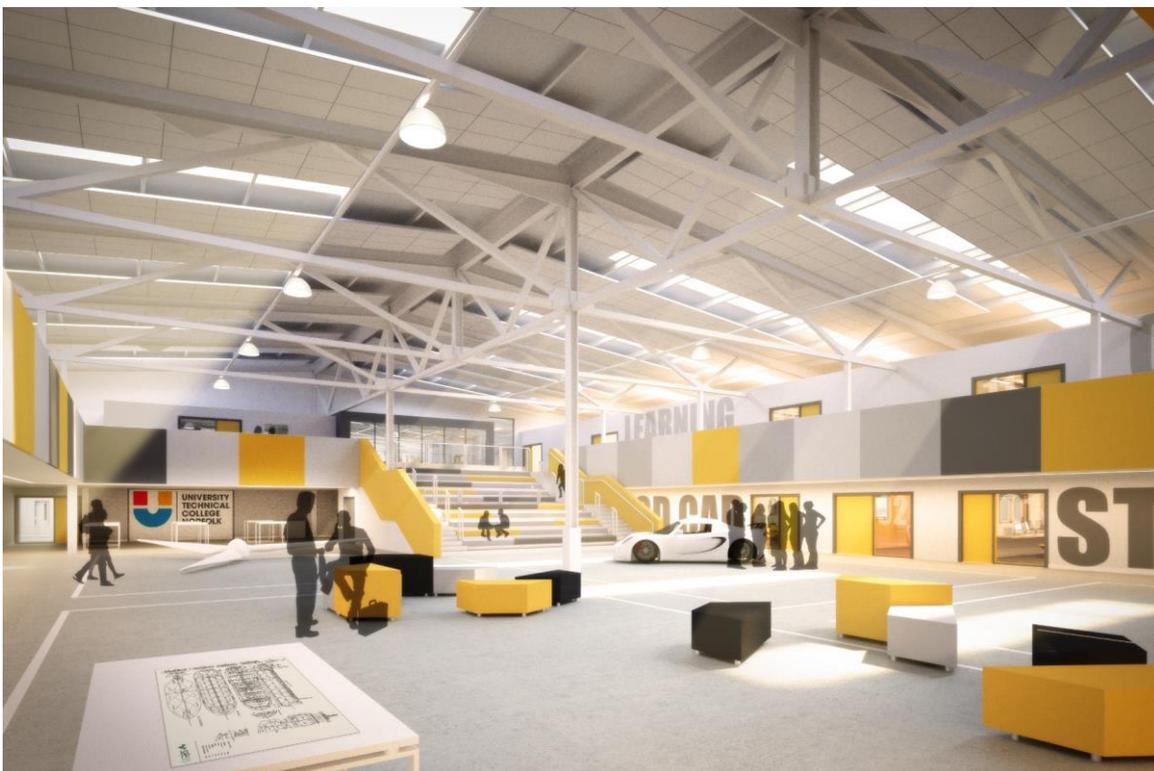


1:1 Teaching Assistant (30 hours per week)

APPLICATION PACK



UTCN University Technical
College Norfolk

Teaching Assistant

Term Time + 1 week

30 hours per week

This will be a temporary contract until 31/08/2022 with the expectation that this role will continue into the next academic year

Scale 3

Annual Salary - £11,814 - £12,954

To start asap

UTCN exists to develop the next generation of engineers and technology specialists and with a fabulous £10m building, £1.3m of specialist equipment, that's exactly what we have achieved. We have been open seven years and we are already one of the top performing UTCs in the country. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics. UTCN was graded 'Good' across all areas in May 2019.

We are looking for a colleague who can support a Year 10 student with social emotional and mental health needs and Meares-Irlen, in school and on educational visits.

If you are:

- Educated to Level 3 (A Level, NVQ III) or above with high standards of literacy and numeracy
- Keen to build on your experiences of supporting young people
- Friendly, personable and professional
- Organised, a team player and optimistic
- First Aid trained or happy to be trained

Then we want to hear from you! For further information, please contact Alison Howes, PA to the Headteacher on 01603 580282.

For further information and to apply, please see our website www.utcn.org.uk

Closing date: 9.00am, January 11, 2022 Interviews: w/c January 17, 2022

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.

17 December, 2021

Dear Candidate

UTCN exists to develop the next generation of engineers and technology specialists and with a fabulous £10m building, £1.3m of specialist equipment, that's exactly what we have achieved. We have been open seven years and we are already one of the top performing UTCs in the country. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics. UTCN was graded 'Good' across all areas in May 2019.

We are looking for a professional colleague who can support a Year 10 Student with social emotional and mental health needs.

If you are:

- Educated to Level 3 with high standards of literacy and numeracy
- Keen to build on your experiences of supporting young people
- Friendly, personable and professional
- First Aid trained or happy to be trained

If you do not have an educational background, please don't let that hold you back from applying. We will provide training and support to help you develop your skills.

If we can provide any further information, please do not hesitate to get in touch.

Catherine Loveridge
Consultant SENDCo

Key Facts

- We have £1.3m of specialist equipment on site
- We are currently recruiting for Year 10 (up to 150 places) and Year 12 (100 places)
- In due course, UTCN will have up to 420 students from Year 10 to Year 13
- The student body is well motivated and, in many cases, extremely able
- Typical hours for students are from 9.00am to 3.00pm, with a longer day on Tuesdays and Thursdays
- The curriculum is employer-led
- We offer a wide range of extra-curricular type activities within the Enrichment Curriculum
- UTCN was inspected by OFSTED in May 2019 and was graded 'Good' across all areas

Employer Support

A key difference of UTCN is that we are supported by many of the leading employers and businesses in the county. There are currently over 40 regional and national employers and employer organisations who are actively engaged with UTCN.

The UTCN Local Schools Board

Reflecting the key role that employers will take, the UTCN LSB is made up of employers in the advanced engineering and energy skills sectors:

- Nicola Finch of Future Marine Services and SafeSTS
- Roger Bennington of Long Stratton Motor Company

Additionally, the Board is made up of:

- Ben Milner of UEA
- Julie Schofield of UEA
- Alex Hayes of UTCN
- David Attwell of UTCN
- Kathryn De Ferrer
- Lee Rees
- Steve Love
- Jean Wilcox (Parent Governor)

The Curriculum

Our curriculum has been devised to reflect the needs of local employers, but it also provides a solid base for students to progress generally. Post-16 students also undertake Industry led projects.

Basic Salary

Salaries are paid in twelve equal instalments on the 19th day of the month by direct credit transfer.

Other Benefits

Membership of the Local Government Pension Scheme will apply to this role. UTCN staff also benefit from membership of BHSF.

Working Pattern

This role is for 30 hours per week on a Term Time plus 1-week basis. The core hours of work will be from 8.45am to 3.15pm with 30-minutes unpaid for lunch: this totals 37 hours per week. There may be some scope to vary or reduce these hours slightly.

Occasional working outside of normal school hours will be required and time off in lieu will be granted on these occasions. UTCN term dates largely follow the pattern of Norfolk schools.

Professional Appearance and Dress

The principle of smart business dress for staff applies.

Safeguarding

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.

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Job Title:	1:1 Teaching Assistant
Reports to:	SENDCO (Catherine Loveridge)
Working Pattern:	30 hours per week Term time + 1 week
Job Purpose:	To work with individuals/groups to support their access to learning, and to support the teacher with general classroom management

Main Tasks and Responsibilities	
1	In liaison with the SENDCO and class teachers to support the individual student directly or indirectly, supporting the needs of the individual student whether physical, emotional or academic to ensure they can access their learning
2	To have knowledge of and attend to the personal and social needs of the individual student and any other special requirements depending on the nature of the student's special needs and, wherever possible, making this part of the learning experience.
	To maintain clear, effective and impartial communication with staff, parents or specialists as directed by class teacher, Year Lead or SENDCO
3	To help prepare and maintain an orderly and supportive environment in the classroom, including setting up required equipment/resources where appropriate, and assisting with the display of students' work.
4	To administer routine tests, invigilate exams and undertake routine marking of students' work.
5	To assist with the supervision of students out of lesson times, including before and after school and accompany teaching staff and students on visits, trips and out of school activities as required.
6	To promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their behaviour. Should these incidents involve racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, to ensure those involved understand that it is unacceptable.
7	To maintain clear, effective and impartial communication with staff, parents or specialists as directed by class teacher, Year Lead or SENDCO
8	To provide support and assistance for students' pastoral needs. These may include help with dressing, caring for sick, injured or distressed students, giving first aid/medicine or accompanying a student to a health centre or hospital as necessary.
9	To be aware of and comply with policies regarding safeguarding, health and safety, confidentiality and data protection, and equality in the workplace; and complete all mandatory training around these topics.
General Responsibilities	
11	To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures: <ul style="list-style-type: none"> • Equal Opportunities • Health, Safety & Welfare • Child Protection • Data Protection • Risk Management
12	To undertake any other similar duties of this level as required by the SENDCO or Headteacher.

Person Specification

Attributes	Key	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to Level 3 (A Level, NVQ III) or above • GCSE equivalents in English and Maths at Grade C or above 	<ul style="list-style-type: none"> • Specific training in learning support • First Aid Trained
Experience	<ul style="list-style-type: none"> • Experience of working with young people 	<ul style="list-style-type: none"> • Experience of working in a school
Skills	<ul style="list-style-type: none"> • Ability to deal with students, parent/carers and staff in a calm, assertive and professional manner • Strong communicator 	<ul style="list-style-type: none"> • Experience of using student data • Proficient in IT
Personal Qualities	<ul style="list-style-type: none"> • Flexible • Team player • Friendly, personable and professional • Optimistic and enthusiastic • Well presented • Able to respect the confidentiality of personal information • Resilient 	<ul style="list-style-type: none"> • Sense of humour • Empathetic • Innovative
Other	<ul style="list-style-type: none"> • High expectations for, and, of, young people • Flexible to work outside normal hours and days when necessary 	<ul style="list-style-type: none"> • Available to participate in trips outside of school hours and residential activities • Willing to undertake first aid training

Further information

The UTC Norfolk website is: www.utcn.org.uk

You will also find our Twitter feed a useful source of information: @utcnorfolk

More information about the UTC programme and the Baker Dearing Trust can be found at www.utcolleges.org

To arrange an informal discussion about this role, please contact Catherine Loveridge, SENDCO on 01603 580280 or via catherine.loveridge@utcn.org.uk

Visits to UTCN

During the interview process, there will be ample opportunity to see the building and meet key staff, however, if you would like to visit UTCN prior to application, please contact Mike as above.

Application

Please apply using the UTCN application form. This can be found at:

<https://utcn.org.uk/contact/job-vacancies/>

As part of your online application, you should submit a covering statement which covers:

1. Why you would like to work at UTCN.
2. Address each element of the Person Specification individually and using a separate sub-heading eg.

Qualifications

Experience

Please note: applicants who do not follow this guidance are unlikely to be shortlisted.

Closing Date

The closing date for this role is 9.00am on Monday, January 10, 2022

Interviews will be held w/c January 17