

**BEAL HIGH SCHOOL**  
London Borough of Redbridge  
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**Headteacher: Ms S Snowdon**

**TEACHING ASSISTANT**

**31 hours per week x 44.2 weeks per year**  
**Scale 1/2**  
**£15,615 - £17,196 (pro rata)**  
**((pending single status))**

We wish to appoint an enthusiastic and committed individual to join our Inclusion Centre to support students with Special Educational Needs.

For this post a good level of general education is required;

- Level 2 qualification in English and Maths
- NVQ Level 3 Teaching Assistant or equivalent

The ideal candidate will also have experience of working with young people in a school setting, good communication skills, flexibility and the ability to take initiative is essential. Training and support will be offered.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced CRB Disclosure is required for this post.

Application Forms and an Information Pack can be downloaded from our website ([www.bealhighschool.org.uk](http://www.bealhighschool.org.uk)). Please return completed forms to Beal High School no later than Wednesday 7<sup>th</sup> July.

**BEAL HIGH SCHOOL**  
**The Inclusion Department**

**Job Title: Learning Support Assistant**

**Line Management:** TAs may receive direction from any of the following people – The Inclusion Centre Coordinator, Class Teachers, and the Assistant Headteacher Inclusion.

**Purpose of the job**

- To work with and support individuals and small groups of students on activities as directed by teachers both within school
- To assist in the support and integration of children within the school.

**Duties**

Supporting the student

- To actively seek to develop an understanding of the specific needs and targets of the students.
- To establish a supportive relationship with the students.
- To encourage acceptance of the student within the context of integration.
- To develop methods of promoting and reinforcing student's confidence and self esteem.
- To promote the independent learning of students as much as possible and diminish adult reliance

Supporting Teachers and other professionals

- To assist the class teacher in the development of suitable programmes of education and support for the students within the departments.
- To show initiative in preparation of appropriate lesson materials and resources.
- To contribute to annual reviews in writing and attend the meeting if requested.
- Assist teachers on understanding a pupil's needs and the appropriate differentiation.

Supporting the Department

- To develop and foster a positive relationship between the student's home and school.
- To liaise, advise and consult with other members of the Inclusion team, teachers and outside professionals in support of the students.
- To attend relevant in-service training, team meetings, departmental meetings and whole school staff meetings as required.
- To be aware of and follow whole school procedures / policies.

## TEACHING ASSISTANT

### INCLUSION CENTRE

#### Selection Criteria and Person specification

The following will be used to short-list candidates and as criteria in the interview process.

You should be able to supply/demonstrate a significant number of the following :

#### Qualifications

##### Essential

1. A good standard of general education.

##### Desirable

A Level 2 qualification in English and Maths  
NVQ Level 3 Teaching Assistant or equivalent

#### Experience

##### Essential

2. Some experience of working with or supporting children and young people in either a paid or voluntary capacity

##### Desirable

3. Experience of young people with special educational needs
4. Experience of working with young people at Post 16 within a similar role would be advantageous

#### Knowledge/Skills

##### Essential

5. Able to relate well to staff, students, parents and members of the community
6. Basic ICT skills such as word processing, emails and the internet.
7. Happy working in a team but also able to use own initiative.
8. Flexible and able to work under pressure, whilst remaining calm.
9. Well organised
10. Excellent timekeeping

##### Desirable

11. Knowledge or experience of working with young people with behavioural/learning difficulties

## **Asylum and Immigration Act 1996 and Immigration (Restriction on Employment) Order 2004**

Under the Asylum and Immigration Act 1996 employers are required by law to see original evidence of proof of entitlement to work before taking on a new employee.

New regulations came into force on 1 May 2004 regarding what documents are required before employment can begin. The relevant documents are listed in the Immigration (Restriction on Employment) Order 2004.

If you are unable to produce one of the documents listed under Part 1\* of the attached schedule **Descriptions of documents for the purposes of article 4(2)(a)**, then you must produce two documents as stated under Part 2\* of the attached schedule **Descriptions of documents for the purposes of article 4(2)(b)**.

If you provide documents listed under Part 2\* then these must consist of one document from 1(a) and one document from 1(b)(i) to (vii) **or** the document described in 2(a) and one document listed in 2(b)(i) to (ii). If the two documents that you produce show different names then you must also produce a document explaining the difference.

Please note that applicants who produce documents listed under Part 1\* of the Schedule or Part 2\* section 2(a) and (b) will still be required to provide proof of their National Insurance number; this is required by the Council's Payroll function for Benefits Agency and Inland Revenue purposes.

Under the Immigration (Restriction on Employment) Order 2004, it is a requirement that the employer must have satisfied himself that each document produced appears to relate to the employee in question. If you choose to post your documents or arrange for someone else to produce these on your behalf, we will have to make further enquiries to confirm your identity.

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## **SCHEDULE**

### **Part 1**

#### **Descriptions of documents for the purposes of article 4(2)(a)**

##### Article 4(2)(a)

1. A United Kingdom passport describing the holder as a British citizen or as a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport containing a certificate of entitlement issued by or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the United Kingdom.
3. A passport or national identity card, issued by a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, which describes the holder as a national of a State which is a party to that Agreement.
4. A United Kingdom residence permit issued to a national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confirms that the holder has rights of entry to or residence in the United Kingdom.
5. A passport or other travel document or a residence document issued by the Home Office which is endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, and who is resident in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, has indefinite leave to enter, or remain in, the United Kingdom or has no time limit on his stay.
7. A passport or other travel document endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
8. A registration card which indicates that the holder is entitled to take employment in the United Kingdom.

## Part 2

### Descriptions of documents for the purposes of article 4(2)(b)

#### Article 4(2)(b)

1. (a) A document issued by a previous employer, Inland Revenue, the Department for Work and Pensions' Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number of the person named in the document; and  
  
(b) either:-
  - (i) a birth certificate issued in the United Kingdom, which specifies the names of the holder's parents; or
  - (ii) a birth certificate issued in the Channel Islands, the Isle of Man or Ireland;or
  - (iii) a certificate of registration or naturalisation as a British citizen; or
  - (iv) a letter issued by the Home Office, to the holder, which indicates that the person named in it has been granted indefinite leave to enter or remain in the United Kingdom; or
  - (v) an Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted indefinite leave to enter or remain in the United Kingdom; or
  - (vi) a letter issued by the Home Office, to the holder, which indicates that the person named in it has subsisting leave to enter or remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom; or
  - (vii) an Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted limited leave to enter or remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom.
2. (a) A work permit or other approval to take employment issued by Work Permits UK;  
and  
  
(b) either:-
  - (i) a passport or other travel document endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the work permit employment in question, or
  - (ii) a letter issued by the Home Office to the holder, confirming the same.