



## Schools KS3 Higher Level Teaching Assistant

**Contract term:** Permanent

**Hours:** 37 hours per week (Mon-Fri)

**Location:** ACT Schools Centre – Cardiff

**Salary:** up to £21,500 per annum pro rata

**If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!**

### Who we are:

As Wales's largest leading Training Provider, ACT provide a long list of training programmes and qualifications in Traineeships, Apprenticeships and Higher Apprenticeships across 30 different sectors throughout Wales and England.

ACT is all about its people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

ACT Schools was established as an independent special school in April 2018. The school accommodates learners aged 11-16, for whom continuing in mainstream education was not a viable option.



## What you'll do:

ACT Schools prides itself on its values and ensures the best possible delivery is given to our learners. You will be passionate about ensuring young people are equipped to become successful adults with a wide range of skills and abilities.

We are looking for two positive, caring individuals who are keen to support learners who encounter challenging behaviours within ACT Schools. The successful applicants will be enthusiastic and patient and will have a full understanding of behavioural, emotional and social difficulties (BESD).

As an employee at our registered independent school, you will be expected to support the delivery of high-quality teaching, learning and assessment in line with ESTYN requirements. You will be responsible for supporting group sizes of approximately 7, 11 – 14 year olds, who have been referred to us, due to either having been or are at risk of being excluded from mainstream education, who are school phobic or are classed as vulnerable.

The roles are based at our Cardiff School Site, Ocean Park House and you will be reporting to the Centre Manager.

## What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Car uplifts (where applicable)
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities



- E-learning platform available to all staff

### What you are responsible for:

- Establish a safe, inclusive and purposeful learning environment which allowing learners to feel safe and sufficiently confident to make an active contribution to learning and ACT Schools.
- Be responsible for reporting safeguarding concerns to the Centre Manager in accordance with ACT's safeguarding policy.
- Behaviour manage classroom/cohort constructively by establishing and maintaining a clear and positive framework for classroom discipline, in line with ACT Learner Standards and the Schools' Behaviour Policy.
- Follow behaviour management strategies and provide effective behaviour support to delivery staff.
- Challenge instances of poor or disruptive behaviour both inside the classroom and in recreational areas using appropriate de-escalation techniques which may include physical intervention.
- To provide professional, detail reports in relation to incidents that occur within the provision, including the reporting of damage.
- Be actively involved in the supervision of learners during break and lunch times.
- Supporting learners by meeting their needs whilst working towards qualifications.
- Undertaking 1-1 and group support for learners.
- Supporting the graduated response model, ensuring all learners are exposed to an inclusive approach to learning
- Lead on target setting and be responsible for reviewing this termly with learners.
- Being responsible for ordering and maintaining stationary and equipment.
- Acting as a mentor for some learners who require additional support.
- Support Schools Tutors with:
  - Delivery of the school's curriculum and engaging sessions within the centre and outdoors
  - Delivery of the educational aspects of the programmes and ensuring evidence is available for internal verification
  - Development and maintenance of resources
  - Enforcing appropriate disciplinary procedures in line with ACT's rules, regulations and codes of conduct.
- Maintaining accurate records of individual performance and progress, as required.
- Recording and reporting of learner attendance and other relevant data.
- Carrying out any related administrative duties required enabling the smooth running of the programmes.
- Ensuring equality and fair treatment of people is applied and maintained at all times.
- Adhering to and promoting **ACT's** environmental practices.

Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

### Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes
- To continually develop yourself by attending courses, meetings, training events, workshops and seminars
- To demonstrate clear written and verbal communication skills
- To be highly self-motivated and organised
- To ensure effective customer care skills
- A recognition and regard for observing confidentiality
- The capacity to work as part of a team
- An ability to work on own initiative and meet set timescales
- General housekeeping duties
- To display **ACT** core values at all times.



## Person Specification

### What we are looking for:

		Assessment Method	Essential	Assessment Method	Desirable	
<b>Experience</b>	<b>A</b>	Application/ Interview	Experience of working with challenging, disengaged learners	<b>A</b>	Application/ Interview	Experience of working within an alternative learning environment
<b>Qualifications &amp; Knowledge</b>	<b>A</b>	Application/ Certificate verification	Minimum of 3 GCSE's or equivalent	<b>A</b>	Application/ Certificate verification	Team Teach
	<b>B</b>	Application/ Certificate verification	Teaching assistant/ teaching qualification or equivalent (or be willing to work towards one as condition of employment)	<b>B</b>	Application/ Certificate verification	Youth Work qualification
<b>Skills &amp; Attributes</b>	<b>A</b>	Interview	Creative and passionate for training/learning	<b>A</b>	Interview	Welsh speaker
	<b>B</b>	Interview	Ability to communicate effectively to learners, colleagues, managers, parents, stakeholders etc. by telephone, in person and in writing			
	<b>C</b>	Interview	Well organised			
	<b>F</b>	Interview	Reliable, respectful, confident and well presented			
	<b>G</b>	Interview	Team player with ability to work on own initiative			
	<b>H</b>	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
<b>Personal Qualities</b>	<b>A</b>	Interview	To display ACT Values			
	<b>B</b>	Interview	Supportive and empathetic			
<b>Other</b>	<b>A</b>	Interview		<b>A</b>	Application/ interview	Hold a full U.K. driving licence

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=18936-3F94D188-4595-48BF-81F5-C562762D54C3>

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We invest in people Platinum  
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