****

**Teaching Assistant**

**Pay grade:** Point 4-6

FTE £18,933 – £19,698

Actual 14,273 – 14,996

**Hours of work:** Monday – Friday 8.30 - 3.30 ,32.5 hours per week, 39 wks per year inc 5 inset days

**We are looking for a permanent Teaching Assistant to work at the Green Meadows Academy**

At Green Meadows Academy we are a dedicated team of highly skilled teachers and learning support staff. Pupils are supported by an experienced pastoral team of Communication & Interaction Leaders, Pastoral & Family Support Officers, and Behaviour Support Workers. All staff work closely with families and our local community in order to offer our pupils the best opportunities possible. Many of our learners have a diagnosis of Autistic Spectrum Conditions, but this is by no means all of our learners, and we have a wide range of differing needs at our Primary and Secondary Schools. Our class sizes vary between 6 to 12 learners.

**Main Duties:**

* To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher.
* To support access learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
* Provide general support to staff and pupils, including preparation and routine maintenance of resources/equipment.
* To develop knowledge, skills and understanding of requirements for effective support in a SEN setting

**Our Candidates:**

* We require skilled, enthusiastic people who are willing to learn.
* You will need to be flexible and adaptable, a good communicator, cheerful, calm and work as part of our team.

**In return we will offer:**

* A commitment to you and your professional development.
* Strong, supportive leadership and staff.
* Wonderful pupils who will reward you with many memories that will last throughout your entire career.

**For a discussion about the post please contact gavin.hosford@greemeadows.org.uk via email.**

**Please email completed applications to** [**sarah.dowse@greenmeadows.org.uk**](mailto:sarah.dowse@greenmeadows.org.uk)

**Closing date for applications is Midnight on Sunday 27th March, with interviews to be held asap in the following week commencing 28th March**

**If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/countries you have resided in, if you are the preferred candidate for the post.**

**All applicants are required to complete the Equal Opportunity and Diversity Monitoring Form –** [**http://bit.ly/WATEqualOpportunities**](http://bit.ly/WATEqualOpportunities)

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All shortlisted candidates will be required to complete a self-disclosure form. 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. Successful candidates will also be required to undergo an enhanced disclosure and barring services check.**

**We promote diversity and want a workforce which reflects the population of Leeds.Appointments are made subject to an Enhanced Disclosure and Barring Service check, Occupational Health assessment (via completion of health questionnaire if successful) and satisfactory references.**