



TEACHING ASSISTANT – SCIENCE and STEM COORDINATOR

Job Title:	Teaching Assistant (Science & Mathematics) and Cross School Science, Technology, Engineering and Mathematics (STEM) Coordinator
Grade	Grade 5 Actual starting salary for days and hours worked £7902 rising to £8060 by incremental progression
Hours:	Term time only 3.5 days per week (Actual days negotiable) 2 Days TA (Science, Mathematics) 9.00 to 3.05 with unpaid break. 1.5 days STEM - 8 hours with unpaid breaks (actual hours negotiable)
Reporting to:	Heads of the Science and Mathematics Departments and Deputy Headteacher (Achievement)

MAIN PURPOSES OF THE ROLE:

- **To support pupils in Science and Mathematics with additional needs. These may be social, medical, behavioural or academic. Our aim is to enable pupils to access the mainstream science curriculum and reach their potential.**
- **To work with other pupils in Science and Mathematics who are falling behind their expected trajectory of progress.**
- **To act as the School STEM Coordinator**
- **To facilitate STEM activities across the curriculum**
- **To organise, manage and evaluate STEM learning experiences for pupils**

ACCOUNTABILITIES AND TASKS

Accountability	Task
<ul style="list-style-type: none"> • Support pupils with additional needs so they can access the Science curriculum 	<ul style="list-style-type: none"> • Provide in class or out of class support for individual pupils or small groups in the relevant Departments. This work is coordinated by a member of the teaching staff and monitored by them, although it may be delivered in another venue. • Assist with literacy and numeracy skills • Clarify instructions, assist with the recording of information and homework • Motivate pupils to remain on task

- Invigilate, scribe or read to pupils during examinations, for both school and external examinations
- Provide assistance to pupils with physical disabilities in subjects where some activities may be difficult, for example, using Bunsen burners, craft knives, scissors etc.
- Modify written material. For example, differentiation, enlargement or simplification
- To be familiar with the Individual Education Plans and pupil learning profiles, assisting with information to help complete the necessary documentation for use within the department. You will be monitoring the progress pupils make in meeting their targets and be asked to help them achieve these targets
- Contribute to pupil reports
- Attend pupil reviews if requested, so that your observations and experience can help staff review pupils' progress and formulate new education plans
- Encourage the school code of conduct for behaviour of pupils and to be familiar with both the rewards systems and with the internal procedures for communication with staff regarding pupils' behaviour.

Cross School Coordination of STEM activities

To work as directed including:

- Set up a STEM group of teachers across Departments
- Arrange meetings
- Facilitate the construction of an action plan
- Work with Departmental teachers to promote STEM subjects
- Work with STEMNET and other STEM agencies to facilitate the enhancement and enrichment of the whole STEM curriculum

<p>STEM Activities</p>	<p>To work as directed including:</p> <ul style="list-style-type: none"> • To plan and organise a range of STEM activities • To keep up to date with current opportunities and support available for STEM activities • To liaise with Heads of Teaching and Learning of appropriate subjects and other teaching staff to support the development of STEM activities • To liaise with appropriate agencies and organisations involved in STEM related work • To actively participate in planned self-professional development and team development activities related to STEM provision • Monitor and evaluate the success of STEM provision across the school • To identify actions for improvement and the implementation of development plans
<p>Other</p>	<ul style="list-style-type: none"> • To follow any reasonable request from the Assistant Headteacher or Head of Department • Carry out duties that are commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality outcomes

This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Performance Review as necessary, in consultation with the Governing Body.



Person Specification

Experience and Knowledge	Skills and Abilities	Personal Qualities
<ul style="list-style-type: none"> • Science & Mathematics qualification that enables support to be given to pupils aged 11 to 16 including those preparing for GCSE • Sound literacy and numeracy • Some previous experience of working with young people is desirable • Interest in or experience of science, technology, engineering and mathematics • Some understanding of how pupils learn or experience of helping pupils with additional needs • A commitment to the safety and welfare of young people and an understanding of the responsibilities that adults working with them have. 	<ul style="list-style-type: none"> • Good communication skills and confidence to work as part of a team with experienced teachers • Good interpersonal skills that enable good relationships with young people and adults • Sensitivity to pupil's needs • An ability to deal with pupils so that they feel they have been dealt with consistency and fairness • An ability to earn pupils respect and to treat them with respect • The ability to work as member of a team • Good organisational skills • Good judgement over matters of confidentiality and integrity in dealing with sensitive information about pupils • Some IT skills with the ability to positively respond to training in the use of school IT packages 	<ul style="list-style-type: none"> • Enjoyment of the company of young people • Patience • Resilience • Flexibility • A non judgemental disposition • Interest in developing one's own skills and knowledge



Further Details

Downlands Community School is an oversubscribed 11-16, mixed, comprehensive school with an enviable reputation for success with pupils of all abilities and from all social backgrounds. The National Curriculum is followed in Years 7, 8 and 9 and a full range of GCSEs and some vocational courses are offered in Years 10 and 11. Full information about the School is available from the Downlands Website under “Information – Vacancies – Information for applicants”

The Teaching Assistant work with children from all Year Groups and will need an understanding of Mathematics, Biology, Chemistry and Physics up to GCSEs. As Science, Technology, Engineering and Mathematics Co-ordinator, the successful applicant will work as directed to organise and administer events and activities for pupils that will promote these areas of the curriculum. This may involve working with teachers from other subjects, other schools, universities and commerce.

Hours – The Teaching Assistant (Science & Mathematics) is normally working from 9.00 to 3.05 including an unpaid morning break. The school lunchtime is included in the hours as this opportunity to work with pupils is often used. The 10 hours will be worked on 2 days to be agreed. The actual days worked are negotiable. The 8 hours for STEM will be worked on another day and a half to be agreed.

Start Date – ASAP

Applications should be made on a West Sussex application form for the appointment of support staff, accompanied by a Safer Recruitment form. Both can be downloaded from the School website under “Information – Current Vacancies”. Send applications by email to mhill@downlands.org or if necessary, by post to Downlands Community School, HR Office, Dale Avenue, Hassocks, West Sussex, BN6 8LP. Unless requested, all communication will be via email or telephone. We follow safer recruitment procedures and therefore applications by CV only cannot be accepted.

Applicants who are short listed for interview should be aware that references will be taken up before interview unless it has been indicated on the application that you **do not** want us to contact your referees without letting you know first.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. West Sussex does not subscribe to the DBS Update Service.

The job will be offered subject to satisfactory references, Disclosure and Barring (Criminal Records Bureau) and health checks

A copy of the staff dress code can be found on the School website in the “Information - Current Vacancies” section.

The closing date for applications is **noon on Friday 27th September 2019**. Interviews are expected to be held soon after. Applicants who have not been contacted by Monday 30th September should assume that they have not been successful on this occasion.

Thank you for your interest in the post.