



**Knightsfield  
School**

A Specialist School for Deaf children using auditory/oral method of teaching



**Notetaker**

**Job Grade: H3**

**Hours: 13 hours per week, term time only**

**Monday 8.55 – 16.40 & Friday 08:55 – 16.10**

**(please note: these days/hours may change in future academic years)**

**APPLICATION PACK**

**Start Date: ASAP**

**Application Deadline: 14<sup>th</sup> October    Interviews: rolling on receipt**

## Message from the Headteacher

Thank you for your interest in the post Notetaker at Knightsfield School. Knightsfield is a great place to be for both our pupils and staff.

We are a Special Secondary School for the Deaf and communicate using the auditory/oral method, which means that sign language is NOT used. All of our pupils have EHC plans for their hearing impairment and either have hearing aids or cochlear implants, and communicate by speaking and listening.

Knightsfield School is an expanding school, licensed to teach pupils from Year 6 through to Year 13. We are situated on the same site as Monk's Walk School, this gives us the unique advantage of enabling our pupils to attend classes such as Art, Drama, D&T, PE and KS4/5 options with their mainstream peers. We have a long-standing partnership with Oaklands College to enable pupils who opt for vocational courses to access their courses supported by our Teaching Assistants/note takers.

Attendance is good and we have an effective Behaviour policy, which ensures that behaviour is generally good throughout the school.

**We are looking for a calm and committed individual to support our sixth form students when they attend their lessons at Oaklands College, both at their Smallford and Welwyn Garden City campuses. The role may also be based at Knightsfield School on days when the student is absent or college is closed.**

We have approximately 65 pupils on roll with a range of interests, aptitudes and disability. The successful candidate will be someone who strives to ensure ALL pupils succeed, regardless of their academic ability.

At Knightsfield School we recognise that effective teamwork is the key to ensure the best outcomes for our pupils.

This is an exciting time to join Knightsfield School as we continue to expand and improve our curriculum delivery.

I look forward to meeting you soon.



Suzanne Thrower

Headteacher

## Our Advertisement

The Trustees of Knightsfield School are seeking to recruit a Notetaker to support our students at Oaklands College. The role may also be at Knightsfield on days when the student is absent or the college is closed.

### **We can offer:**

- Happy and enthusiastic students who enjoy learning
- A committed team of passionate professionals
- Support for your further professional development

### **We want you to bring:**

- High expectations of student behaviour
- Resilience
- Good communication skills
- A fair but firm attitude
- Enthusiasm, common sense, initiative and good humour
- A passion for helping ALL pupils to reach their potential

**We are looking for the right person to fill this important role; you are looking for the right school to work in. We believe that by looking at our website and reading our Information Booklet ours will be the school for you!**

Knightsfield School is an Auditory Oral Secondary School for the Deaf. This means sign language is not used and our students communicate well through speaking and listening.

[Please note: This post may be on several sites, access to your own transport with business insurance is required – fuel costs are claimable.](#)

Closing date: is 14<sup>th</sup> October 2022

Interview date: rolling on receipt of a suitable application

We are committed to safeguarding and promoting the welfare of students and staff. This post will be subject to an enhanced DBS check.

## Personal Specification

The table below outlines some of the main traits & skills expected of the successful candidate. It is not exhaustive.

Attributes	Essential	Desirable	Evidence
Safeguarding	<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Evidence of right to work in UK</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding practice</li> </ul>	<ul style="list-style-type: none"> <li>• Safer Recruitment documentation</li> <li>• Interview</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy (at least GCSE or equivalent in English and maths)</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training and development</li> </ul>	<ul style="list-style-type: none"> <li>• Original copies of certificates</li> </ul>
Personal	<p><b>We are looking for someone who:</b></p> <ul style="list-style-type: none"> <li>• Is self-confident</li> <li>• Is resilient</li> <li>• Can work as part of a team</li> <li>• Has empathy for pupils &amp; colleagues</li> <li>• Is co-operative, flexible &amp; responsible</li> <li>• Is reliable, well organised and committed to high standards</li> <li>• Is committed to improving and enlivening the school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Has a good sense of humour!</li> <li>• Knowledge of First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Application letter</li> <li>• School Tour</li> <li>• Interview</li> <li>• Lesson observation &amp; subsequent feedback</li> </ul>
Professional knowledge & understanding	<p><b>The successful candidate will demonstrate knowledge &amp; understanding of:</b></p> <ul style="list-style-type: none"> <li>• Supporting young people and managing behaviour</li> <li>• The use of ICT</li> <li>• How to communicate with a variety of audiences</li> <li>• How to organise and manage time effectively and how to prioritise</li> </ul>	<ul style="list-style-type: none"> <li>• How to administrate and manage the workload or young people</li> </ul>	<ul style="list-style-type: none"> <li>• Application letter</li> <li>• Interview</li> <li>• Lesson observation &amp; subsequent feedback</li> <li>• School Tour</li> </ul>

## Teaching Assistant / Notetaker - Job Description

### **Main purpose of the Role**

To work with teachers as part of a professional team to organise and support teaching and learning activities for SEN pupils. The primary focus is to work with individuals and groups delivering specified work under the direction and supervision of a qualified teacher. The individual provides specialist learning support for pupils identified as having learning difficulties, including complex and multiple special educational needs, in a broad range of learning situations and settings. The post holder also plans, organises and undertakes other related duties to fully support and underpin learning, personal and social development.

### **Responsibilities**

- Provide learning activities for individuals and groups of pupils under the professional direction of a teacher, differentiating and adapting learning programmes to suit the needs of all pupils;
- Provide specialist support to pupils with behavioural, communication, social and complex learning needs;
- Short term cover supervision of lessons;
- Provide detailed Notetaker and pastoral support for students when supporting at college;
- Liaise with staff and other relevant professionals and provide specialist support/advice to meet the needs of pupils;
- Supervise individuals and groups of pupils throughout the school day, including supervision in classroom and playground;
- Provide pastoral care to pupils, reporting problems to teachers and SLT as necessary;
- Be responsible for pupils who are not working to a normal timetable;
- Liaising with parents, pupils & students, staff and external agencies;
- Attending appropriate meetings and training;
- Prepare and clear classroom materials and learning areas as directed by a teacher;
- Prepare and present displays;
- Provide clerical/admin support to teachers (e.g. photocopying, filing etc.)
- Invigilate internal and external examinations and tests.

### **Safeguarding and Welfare**

- Contribute to ensuring the safety and well-being of all pupils, staff and visitors at all times.
- Carry out all duties in a manner which is consistent with school policies, procedures and practices, maintaining at all times the aims and ethos of Knightsfield School.

***Note: This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. A Disclosure and Barring service check will be sought through the Criminal Records Bureau as part of the schools pre-employment checks.***