

Northwood Primary School Teaching Assistant Level 1

Pay Scale: Band 4 (SCP 6) £15,667 (term time only 46 weeks).

Contract: 27.5 hours Permanent (11am-5pm each day)

Required from 4th November (or earlier if possible)

Would you like to take on a new opportunity and make a difference to our children's future?

The successful candidate will be working across all years. You will be supporting the pupils to improve the quality of their learning. You will assist in the efficient running of the school's After School Club.

We are looking for someone who:

- Loves working with children of all abilities; being able to forge positive relationships quickly.
- Enjoys supporting staff in the organisation and resourcing of the classroom.
- Has excellent behaviour management skills.
- Can embody our school mission statement.
- Works well as a team and will embrace our school ethos.
- Is resilient, adaptable and relishes a challenge.

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form.

Lingfield Education Trust and Northwood Primary School are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

Application packs are available from the school. Please email Beth Phillips on bphillips@northwoodprimary.org.uk or phone the school to request an application pack on 01325 267222. All completed application packs must be returned directly to the school or emailed and marked for the attention of the Beth Phillips, Office Manager.

Visits to the school are strongly encouraged and can be arranged by contacting the school office.

Closing Date: Friday 20th September at 12 noon (if you do not hear from us by Tuesday 24th September you have not been shortlisted)

Interviews: Week Beginning Monday 30th September 2024

JOB DESCRIPTION

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| POST: Teaching Assistant | |
| GRADE: Pay Scale: Band 4 (SCP 6) £15,667 | |
| RESPONSIBLE TO: Executive Head Teacher | |
| STAFF MANAGED: None | |
| JOB PURPOSE: | |
| <p>To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Duties will include assisting the teacher in the delivery of the curriculum and supporting the efficient running of the school's After School Club.</p> | |
| ACCOUNTABILITIES / MAIN RESPONSIBILITIES | |
| Support the Pupil by | <ul style="list-style-type: none"> • Attending to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters • Carrying out pre-determined educational activities and programmes of learning whilst promoting independent learning • Working to establish a supportive relationship with the children and parents concerned acting as a role model and being aware of and responding appropriately to individual needs. • Encouraging acceptance and inclusion of the children with special needs • Promoting and reinforcing the child's self esteem and to act independently as appropriate • Supporting pupils in respect of learning strategies e.g. literacy and numeracy, as directed by the teacher. • Supporting pupils in using basic ICT as directed. • Preparing and maintain equipment/resources as directed by the teacher and assist pupils in their use. |
| Support the Teacher by | <ul style="list-style-type: none"> • Preparing and clearing classrooms and work areas for lessons / activities as directed by the teacher / senior teaching assistant • Displaying of pupils work as directed by the teacher / senior teaching assistant • Monitoring the needs and behaviours of individual children and reporting these to their designated supervisor as appropriate. • Contributing to records of the children's development as are required by the school. • Providing general administrative / clerical support to the teacher / senior teaching assistant with regard to lesson planning and resources for lessons / activities • Undertaking pupil record keeping as requested • Being aware of pupil problems/progress/achievements and report to the teacher as agreed. |

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| <p>Support the school by</p> | <ul style="list-style-type: none"> • Being aware of the schools policies and procedures. • Being aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Contributing to the overall ethos/work/aims of the school. • Attending relevant meetings as required. • Participating in training and other learning activities and performance development as required. • Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. • Accompanying teaching staff and pupils on visits, trips and out of school activities as required. • Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant. • Carrying out your duties with full regard to the Council's / School's Equality Policy and Race Equality Scheme. • Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. |
| <p>Safeguarding and Promoting the Welfare of Children/Young People</p> | <ul style="list-style-type: none"> • Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence. • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate. |
| <p>Administration/Other</p> | <ul style="list-style-type: none"> • Organise and manage an appropriate learning environment and resources. • Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning. • Assist with administrative support when required. • Participate in training and appraisal, including first aid and assisting with children's medical and toileting needs. • Set up and support the school's After School Club each day, including liaising with families and the school office. |
| <p>Data Protection</p> | <ul style="list-style-type: none"> • To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality |
| <p>Health & Safety</p> | <ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within the working environment. |
| <p>Equalities</p> | <ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils. • Ensure services are delivered in accordance with the aims of the Equality Policy Statement. • Develop own and team members understanding of equality issues. |

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| <p>Lingfield Education Trust</p> | <ul style="list-style-type: none"> To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p> |
| <p>Date of Issue:</p> | <p>September 2024</p> |

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The post will be based in Northwood Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.



PERSON SPECIFICATION | Teaching Assistant

| Essential upon appointment | Desirable on appointment (if not attained, development may be provided for successful candidate) |
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| <p>Experience and Knowledge</p> <ul style="list-style-type: none"> • Experience of working with children of relevant age (AF, I) • Understanding of classroom roles and responsibilities and Teaching Assistant's role (AF,I) | <ul style="list-style-type: none"> • Experience of basic administrative tasks and processed • Experienced / trained First Aider |
| <p>Skills</p> <ul style="list-style-type: none"> • Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum (I,R) • Ability to work in a team and independently (AF, I, R) • Ability to communicate with wide range of audiences, i.e. parents, teachers, pupils, other professionals (AF, I) | <ul style="list-style-type: none"> • Ability to use computers and educational software packages |
| <p>Qualifications</p> <ul style="list-style-type: none"> • Grade C English and Maths at GCSE or equivalent (AF,C) | <ul style="list-style-type: none"> • Child Care Qualification – CACHE Level 1 Foundation Award for Caring for Children, NVQ Level 2 for Teaching Assistants or equivalent |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills (I, R) • Ability to work successfully in a team (AF, I, R) • Able to exercise discretion and judgement (AF, I, R) • Confidentiality (AF, I, R) • Flexibility (AF, I, R) | <ul style="list-style-type: none"> • Creativity (AF, T, I) |

| Essential upon appointment | Desirable on appointment (if not attained, development may be provided for successful candidate) |
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| <p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the school’s policies and ethos (AF, I, T) • To be committed to Continuing Professional Development (AF, I, R) • Motivation to work with children and young people (AF, R, I) • Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, R, I) • Emotional resilience in working with challenging behaviours and attitudes (AF, R, I) • Ability to use authority and maintaining discipline (AF, R, I) • Enhanced DBS (D) • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post (I) • To have visited the school prior to applying for the position | |

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| Key – Stage identified | |
| AF | Application Form |
| C | Certificates |
| O | Observation |
| I | Interview |
| T | Task |
| R | References |
| D | DBS Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference

