

LANDKEY COMMUNITY PRIMARY ACADEMY



Job Application Pack

Job Position: Teaching Assistant

To start September 2022

Welcome:

Thank you for your interest in applying for the post of Teaching Assistant for Landkey Community Primary Academy.

Landkey Community Primary Academy is an established single form entry school for children from Reception Class through to Year 6.

Through engaging pupils in an exciting, internationally-minded curriculum, we will enable children to have a modern outlook on the world, achieve high standards of learning and be secondary-ready.

Landkey Community Primary Academy is part of a supportive and collaborative Multi-Academy Trust, the Tarka Learning Partnership, currently comprising of 1 secondary school, 7 primary schools, the teacher training organisation known as Devon Primary SCITT and the Devon Teaching School Partnership.

Further information regarding Landkey Community Primary Academy can be found on our website. If you would like to find out more about the role please contact, Sam Piper, School Business Manager at admin@landkey-primary.devon.sch.uk

Should you have the qualities, experience, skills and commitment to make a success of this challenging, yet exciting and rewarding role then we would be delighted to hear from you.

Advert:

Teaching Assistant – Grade C

Fixed Term - Part Time - 26 hours 40 mins per week (08:45 to 15:15 each day with 50 mins unpaid lunch break)
38 weeks per year (Term Time Only)

Closing Date: 10:00a.m. Monday 19 September 2022

Interview Date: Wednesday 21 September 2022

Start Date: September 2022 (subject to references, DBS Check and Pre-Employment Health Check)

We are looking for a Teaching Assistant who:

- Is calm, nurturing and open minded and can improve the outcomes for children;
- Can make the curriculum both exciting and enticing whilst personalising it to the individual needs of the child to overcome the barriers to learning, leading teacher-planned class cover as required;
- Shows commitment, enthusiasm and empathy whilst maintaining consistent behaviour management strategies;
- Has the ability and initiative to work with independence and is flexible to work as part of the school staff team and the wider community of professionals;
- Has a good understanding of Early Reading and Phonics;
- Has Early Years experience;
- Has experience delivering ICT lessons;
- Has experience leading and delivering interventions.

This appointment is subject to safer recruitment procedures, receipt of satisfactory references and an enhanced DBS with Children's barred list clearance.

Please visit www.landkey-primary.devon.sch.uk/vacancies to download an application form, job description and person specification. Application forms must be submitted to vacancies@landkey-primary.devon.sch.uk by 10:00a.m. on Thursday 01 September 2022

Job Description:

Job Title: Teaching Assistant

Salary Range: Grade C - £19,264 rising to £20,043, pro rata for term time hours

Responsible to: The Head Teacher

1 Job Purpose including main duties and responsibilities

- 1 To work 1:1, or with a group of children, with some of the children having special educational needs including an EHCP. To focus specifically on the children's needs, identified by the teacher and/or within the MyPlan / EHCP as required.
- 2 To assist with planning learning activities on a regular basis and also to deliver pre-determined learning, language, care and support programmes.
- 3 To implement literacy and numeracy programmes, enabling access to learning for pupils, either in a teacher's classroom or outside the main teaching area.
- 4 To use strategies, in liaison with the teacher, to support pupils in achieving learning goals (including demanding expectations) and to monitor pupils' responses accurately, recording progress.
- 5 To promote good behaviour, dealing promptly with incidents in line with established policy, encouraging pupils to take responsibility for their own behaviour. To promote self-esteem and independence.
- 6 To monitor children's progress against learning targets, the EHCP and MyPlan targets, keeping a record, if required, of significant incidents and progress made.
- 7 To attend and write a report for an annual review of EHC Plans and MyPlans as necessary.
- 8 To administer routine assessments and undertake routine marking of pupils' work as directed by the Teacher or SENDCo.
- 9 To establish constructive relationships with parents/carers and where appropriate participate in feedback sessions with parents alongside the learning support teacher.
- 10 To report back to the Teacher or SENDCo as required, including feedback on pupils' achievement and any problems.
- 11 To attend relevant meetings as required and support the work of other professionals

- 12 To assist with the supervision of pupils outside lesson times as required.
- 13 To accompany teaching staff and pupils on visits, trips and out of school activities as requested.
- 14 To contribute to the overall ethos and aims of the school and promote inclusion and acceptance of all pupils. To attend to the welfare and personal care of pupils, including those with special educational needs.
- 15 To be aware of and comply with policies or procedures relating to Child Protection, Health and Safety, confidentiality, data protection and reporting all concerns to a relevant person.
- 16 To carry out whole school tasks, that support the organisation of the school, as directed by the Head Teacher or Teacher. To assist in the preparation of materials e.g. duplicating/photocopying, making visual aids and in the efficiency of teaching areas in the school, e.g. display work, maintain a supportive learning environment.
- 17 To participate in the support staff appraisal process and attend relevant training courses.
- 18 To administer and assist in the administration of medicinal drugs to children following school procedures.

The job description is current as at June 2022. In consultation with the post holder it is liable to variation by the Tarka Learning Partnership to reflect actual, contemplated or proposed changes in or to the job.

Person Specification:

	Essential	Desirable
Qualifications and Experience		
EDUCATION	<ul style="list-style-type: none"> English and Maths GCSE's Grade 4 / Grade C or above Relevant Level 2 qualification or above Willingness to participate in other/and or further development and training opportunities 	<ul style="list-style-type: none"> Recent training relevant to the role
EXPERIENCE	<ul style="list-style-type: none"> Worked or volunteered in a School setting Experience of observing and supporting the learning of children 	<ul style="list-style-type: none"> Higher Level Teaching Assistant experience ICT curriculum experience Early Years experience
Professional Knowledge		
	<ul style="list-style-type: none"> Understand how children develop and learn Have a clear understanding of the importance of safeguarding and keeping children safe Have confidence and strategies to promote positive behavior for learning Have an understanding of Special Educational Needs and Disabilities Knowledge of the requirements of the curriculum 	
Professional Skills and Attributes		
	<ul style="list-style-type: none"> Ability to work flexibly as part of a team appreciating and supporting the role of others in the team Be able to promote the ethos and vision of the school Have commitment to professional growth and development Be able to use initiative Build and maintain positive 	

	<p>and nurturing relationships with children</p> <ul style="list-style-type: none"> • Use IT confidently and be able to support its use in the classroom • Able to communicate confidently and effectively with both adults and children • Have a commitment to inclusion and equal opportunities • Have a commitment to and experience of safeguarding children 	
		<ul style="list-style-type: none"> • First Aid Trained • Paediatric First Aid Trained

Landkey Community Primary Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

Application, Interview & Selection

You will be selected for interview entirely on the contents of your application, CV's **will not** be considered. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return applications forms electronically to:
vacancies@landkey-primary.devon.sch.uk

The closing date for this application is 10:00a.m. Monday 19 September 2022.

Recruitment Process:

Short-listed candidates will be invited to attend a selection process which will be held on Wednesday 07 September, times will be confirmed but candidates should allow the whole day.

All candidates must bring with them the day the following documents

- Documentary evidence of the right to work in the UK (Passport or Birth Certificate & an official letter or document from a government agency (for example HM Revenue and Customs, Department for Work and Pensions, or the Social Security Agency in Northern Ireland) or previous employer, showing their name and National Insurance number.
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate.
- Documentary proof of current name & address (i.e utility bill (less than 3 months old), Council Tax Bill (less than 12 months old), financial statement etc).
- Where appropriate any documentation evidencing a change of name.
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification **before interview**. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.