



Required for June 2024

Thank you very much for your enquiry about the post of 1:1 Teaching Assistant at Goldfinch Primary. Goldfinch Primary is delighted to have become part of Dunraven Educational Trust since January 2019, and together we are focused on developing an exciting, dynamic and progressive community, focused on improving the outcomes for children and their families. We are looking to appoint a well-qualified and enthusiastic individual to join our team.

GOLDFINCH PRIMARY OVERVIEW

Our aim is “building excellence” to achieve the highest standards for our school community. Our key values are: **Respect, Responsibility, Resourcefulness, Resilience** and **Reflection**.

This means that:

- We develop confident, **responsible, resourceful, reflective** independent learners
- We deliver a challenging, inspiring, broad and balanced curriculum which responds to children’s individual needs and teaches them how to learn and remember
- We promote self-esteem and **resilience** across the whole school community
- We notice and celebrate children’s achievements
- We model and expect high standards of behaviour at all times.
- We consistently promote equality, understanding, **respect** and personal pride in all that we do
- We provide a safe, healthy and stimulating environment for everyone
- We ensure there is a partnership and good communication between staff, families and governors to develop and support children’s learning.

If you are successful in your application, you will join a staff who are hard-working, committed, positive in outlook and dedicated to the achievement of our students. We offer:

- A well-resourced school
- A commitment to providing you with high quality professional development
- Future leadership opportunities
- Opportunities to work across the Trust
- A supportive professional community
- A range of wellbeing initiatives including a cycle to work scheme and a 24/7 employee assistance programme.

Get a glimpse of what we are doing by visiting our Twitter [@GoldfinchPrmry](#) .

Further details about the post and how to apply can be found on our career page. We look forward to receiving your application.

The closing date for receipt of applications is 12 noon, Monday 15 April 2024

Interviews will take place on Monday 22 April 2024

Goldfinch Primary is committed to the safety and protection of its pupils.

An enhanced DBS check (with barred list check) is a condition of employment for all employees.



JOB DESCRIPTION

1:1 SEN TEACHING ASSISTANT (Year 4 child)

Responsible to:	Class Teacher
Actual Gross Salary:	£15,486.03 NJC Scale point 4.
Employment type:	Term Time Only, 22.5 hours per week/36 FTE between 10:30am and 3pm Monday to Friday. One-year appointment in the first instance
Planned Start date:	Monday 3 June 2024

Main Purpose

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to assist in promoting the learning and personal development of the pupil to whom you are assigned, and enable him/her to make best use of the educational opportunities available to them.

Duties and Responsibilities

Support with regards to Education, Health and Care Plan (EHCP)

- Work in a collaborative way with parents/carers, children and young people to ensure that their views and wishes are integral to the assessment, planning and review process and Plans are co-produced with them.
- Project manage the statutory processes for issuing and maintaining plans within a defined caseload
- Production of performance management information relevant to the service
- Preparation of high quality and accurate reports and plans which are statutorily compliant
- Provide a thorough and sensitive service to parents, carers, children and young people to ensure that their experience of the Education, Health and Care Plan process is positive and professional including at times when the outcome is at odds with their own hopes and wishes
- Liaise with the SENCo to highlight concerns and complexities which could result in working with other outside agencies.
- Engage in own development, updating knowledge and skills relating to national regulations

Support for Students

- Attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters



- Supervise and support students ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate
- Work with small groups of students.

Support for the Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of students' work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum

- Support students to understand instructions
- Support students in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support students in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist students with their use.

Support for the School

- Be 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
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals



- Attend and participate in relevant meetings both during and after the school day as required
 - Participate in training and other learning activities and performance development as required
 - Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
 - Accompany teaching staff and students on visits, and out of school activities as required
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PERSON SPECIFICATION

Before completing your application form, please read the person specification and job description carefully. In your supporting statement you should demonstrate how your qualifications, skills and knowledge match the requirements for the post.

Qualifications

- GCSE Maths and English Grade C or above or equivalent NVQ Level 3
- Full and relevant NVQ Level 3 qualification
- First Aid qualification or willingness to obtain
- A degree would be desirable

Skills and Experience

- Experience of working with SEN
- Proven interpersonal skills
- Effective communicator both orally and in writing
- Experience of working with young people
- Excellent organisational and administrative skills
- Ability to work within a clear policy framework with targets
- Effective ICT skills
- Ability to motivate
- Ability to work effectively as part of a team
- Good organisational skills

Knowledge

- Understanding of the education system and current developments
- Awareness of current legislation regarding children



Other

- An enthusiastic commitment to education and working in partnership with families and other adults.
- An ability to use initiative and be flexible.
- An ability to exercise tact and diplomacy.
- Commitment to the protection and safeguarding of children and young people, with up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people.
- An awareness of Equal Opportunities issues.
- Play a full part in the life of the school community, to support the aim of 'Building Excellence' and school ethos.
- Promote actively the school's policies.
- Willingness to undertake professional development.
- Comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Undertake any other duty as appropriate not mentioned in the above.

Equal Opportunities

Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all



times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be aware of your rights regarding the data held on you as explained in the privacy notices on our website.

Goldfinch is a non-smoking environment.