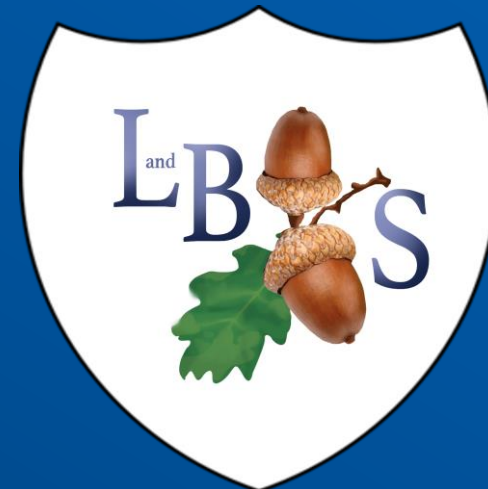




**Leigh and Bransford
Primary School**
Part of the Mercian Educational Trust

Teaching Assistant Level 2

Closing Date: 6th January 2025
Start Date: ASAP
Headteacher: Stuart Bill
CEO: Mr Dafydd Lawday





Contents

Contents	Page
Information from Headteacher	2
The Recruitment Process	4
About the School	5
Job Description	7
Person Specification	9
Employee Benefits	13



Letter from the Headteacher

Thank you for your interest in the post of **one to one pupil support** at Leigh and Bransford Primary School. Whilst this is a temporary post, it is likely to run for a minimum of 3 years. The post will consist of 15 hours one to one support.

Leigh and Bransford Primary School is a happy, exciting and caring community in which every child thrives. We are inviting applications for a positive, caring and enthusiastic Teaching Assistant to provide one to one support as needed.

The ideal candidate will have some previous experience of working with children with SEND. The successful candidate will have the skills to work alongside the class teacher and SENDCo to ensure that the children are accessing the curriculum and making positive progress with their emotional development and their academic learning.

We are looking for someone who:-

- Is calm and consistent in their approach
- Is committed to maintaining our high standards and wants to make a difference
- Is willing to 'go that extra mile' to better the life chances of our children
- Is passionate about the ethos and values of the school
- Will contribute to supporting all pupils in the class
- Will be part of the class team and will assume other responsibilities as required

Yours sincerely,

Stuart Bill



On a daily basis you will:

- Support a pupil in accessing and understanding lesson objectives
- Support positive behaviour in class and beyond
- Direct group activities within and away from the classroom including implementing 'catch up' programmes with your pupil and groups.
- Assist in the planning, preparation and clearing away of resources necessary for the delivery of the curriculum, including IT
- Promote the self-esteem, progress and independent learning of children
- Participate in general school activities including assembly, break and activities, sports day, educational visits etc. as required
- Assist with the preparation and mounting of display materials
- To undertake designated administrative tasks, to support teaching and learning



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The Recruitment Process

Closing Date: Noon 6th January

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the MET Website: [Vacancies - Mercian Educational Trust](#). Completed applications should be emailed to our School Office at lbpsoffice@metacademies.org.uk or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. Applicants will be invited to interview via email following shortlisting, with **the interview date planned for 14th January**.

Please contact our School office on 01886 832342 or via email at lbpsoffice@metacademies.org.uk for further details or if you have any questions.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check



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About Our School

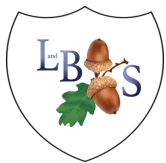
Together, we will work to provide an excellent, rounded education for every pupil. We do this in a safe environment where pupils feel engaged, valued and supported. We believe that every child should have the opportunity to fulfil their potential and to achieve the best possible standards, giving them a strong foundation for the future. Therefore, we provide a unique, exciting curriculum, which is carefully designed to foster a love of learning and effectively prepare children for life in an ever changing world.

Our focus is to provide an exciting, happy and secure place where high quality education enables pupils to develop as individuals and prepares them for successful lifelong learning. We achieve these goals by delivering a curriculum with many opportunities for pupils to use and apply previously taught skills in order to deepen their learning.

At Leigh and Bransford Primary School, the safeguarding of the children in our care is our top priority; we take our responsibilities very seriously and we are committed to the safety and well-being of all our children. Our beautiful rural location provides many useful opportunities for learning outside the classroom.

For us, this is incredibly important, as it enables our children to develop vital skills such as confidence, respect, resilience, and problem solving as well as encouraging teamwork and collaboration. If you would like to find out a little more about our school, you may choose to view our website www.leighbransford.worcs.sch.uk





About Our School



Key Information about our school	
Type of school	Primary
Age Range	4-11
Location	Leigh Sinton
Trust	Mercian Educational Trust
Number of children	179
Number of classes	7
Average class size (primary)	26
Last Ofsted Inspection	Good, October 2022
% eligible for Pupil Premium Funding	10%
% of children with SEN	16%
% of children with EAL	0%





Job Description

Job Title: One to one TA

Salary Scale Point: TA2

Employer: Mercian Educational Trust

Hours: 30

Job Purpose

We are looking for a Teaching Assistant to start with us. Keen to work with our team we are looking for the successful candidate to bring with them a sense of team work and enthusiasm. Working alongside our class teachers and other TAs in you will support children in class to enable them to engage fully with school life and prepare them for the next stage of their learning journey. The role will involve working with children in small groups and on a 1:1 basis as well as supporting with whole class activities as required.

This role will be supervised by classroom teacher, a designated supervisor, and/or SENDCo

This post requires the ability to perform a role that involves frequent contact with children

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children



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Generic Responsibilities

Under the direction of and within an education plan provided by the classroom teacher:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- Within competence to assist the teacher in the delivery of educational and developmental work programmes.
- To monitor and report individual children's progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate.
- Assist the classroom teacher in the planning of work programmes for individuals and groups of children.

Specific Responsibilities- TA2

Working in the class in the morning to support groups of learners in the morning.





Person Specification

Experience and Education

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Experience of working with groups of children to deliver high quality interventions and support		✓
Excellent classroom practitioner and commitment to make learning engaging		✓
Experience in working alongside class teachers		✓
Experience of working with children with EAL		✓
Experience of working with in Early Years		✓
Experience of Phonics		✓
Experience of British Sign Language		✓
Education and qualifications		
Maths & English GCSE qualifications at Grade C	✓	
Relevant professional qualification at Level 3	✓	
3 years experience of working in the care of children	✓	

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Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability to work with mixed ability groups.	✓	
Supporting the policies, practices and ethos of the school	✓	
Understanding of behaviour management techniques for groups and individuals	✓	
Excellent interpersonal skills	✓	
Excellent organisational skills and ability to prioritise	✓	
Have a passion for learning and for enabling pupils to develop as enthusiastic learners	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
Flexible/resilient and able to respond with good humour to the unpredictable	✓	





Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability to make positive and professional relationships with all members of the school community	✓	
Ability to meet deadlines and respond positively to high expectations	✓	
A friendly and approachable style, while maintaining professional boundaries	✓	
Excellent organisation skills but the ability to be adaptable and flexible	✓	
Ability to be calm and resilient when under pressure	✓	
Excellent time-keeping	✓	



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Person Specification Safeguarding

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Ability to perform a role that involves constant contact with children	✓	
Ability to perform a role that requires engagement in regulated activity relevant to children.	✓	

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children



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Benefits of Working with Mercian Educational Trust

Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

Pension

As a teacher, you will automatically enroll into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

Eye tests and Flu Jobs

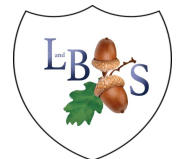
All employees can access free eye tests and annual flu jab.

Free Car Parking

All employees have access to free car parking on or near the school premises.

Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.



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