



# 1:1 Teaching Assistant & Mealtime Assistant **Candidate Pack**

*Closing date: Monday 24<sup>th</sup> February 10am*

*Interview date: Tuesday 4<sup>th</sup> March*



# A Very Warm Welcome

Thank you for showing an interest in this position.



Lapford  
Community  
Primary School,  
part of the  
Chulmleigh  
Academy Trust,

is a small rural school in the heart of Mid Devon. Our children are at the heart of everything we do and our ethos is underpinned by our values of Compassion, Ambition and Teamwork.

An exciting opportunity to join us has become available, and we are looking for a passionate and dedicated KS2 teacher to complement and enhance our wonderful teaching team. As well as providing the very best education for the children of Lapford, this is a fantastic opportunity to be part of a wider team of teachers within the Trust, who develop practice and share expertise.

We can offer you:

- \* Happy, enthusiastic, creative children
- \* A welcoming, supportive and inclusive school ethos
- \* A hard-working, positive team who are dedicated to improving the lives of children and ensuring every child achieves their full potential
- \* A commitment to high quality continued professional development

There are now 50 pupils on roll. Standards have got higher and sentiment around the school has continued to grow. This is a great time to be joining this school and we would be very pleased to hear from you.

*Michael Johnson*

Michael Johnson



## We are looking for someone who:

- Has a good standard of English and Mathematics
- Has excellent communication skills
- Is patient and positive
- Supports inclusion
- Is a team player
- Establishes excellent relationships with children
- Has a can do attitude



# About Our School

Lapford Community Primary School is situated between the towns of Crediton and Barnstaple in North Devon. It is a small school and nursery for children aged 2-11 years, in a warm and friendly rural village with strong community links. Lapford is a parish and traditional rural village in the heart of the Devonshire countryside, overlooking the River Yeo. The village features a playing field with two play areas, football pitch and fenced playground. There is also a request-stop railway station on the Tarka Line, which runs between Exeter and Barnstaple.

**Lapford joined Chulmleigh Academy Trust and became a converter Academy in January 2012. We are proud to be part of the Chulmleigh Academy Trust, which provides a supportive network; sharing good practice with subject leads working across all three schools. This includes joint staff meetings and opportunities for continuous professional development for staff, as well as centralised support for: personnel; estates management; finance; health and safety; IT; governance; safeguarding and SEND. There is also a Primary Administrator who coordinates the work of the three Heads of School, ensuring time to focus on teaching and learning. School meals are prepared at the College site and delivered on a daily basis.**

We currently have 50 pupils on roll, with a planned admission number of 15 per year group. Our free school meals percentage is 40%, which is just above the national average.

The parents, staff and children are extremely proud of Lapford School and this is reflected in the strong support from the thriving 'Friends of Lapford School', volunteers and members of the community. Our pupils are highly valued, not only because of the very high expectations they have of themselves and their learning, but equally for the polite, well-mannered, caring attitudes they have towards their peers and staff.

As a school we encourage children to engage fully in their learning through exciting, well taught, innovative lessons and experiences. The staff consists of a team of excellent teachers and teaching assistants, plus a number of volunteers, all of whom take the education and well-being of the children very seriously. Our children feel safe and secure knowing there is always someone to talk to. In addition, we have teachers from other Academy schools bringing specialisms through their teaching within the Academy (such as visiting music and P.E.



specialists), who contribute to the development and training of the staff.

The pupils participate fully in all aspects of school life, including arranging community events; taking ownership of their learning and pushing themselves on to higher levels and helping each other enjoy and feel comfortable in their school life. We encourage them to be independent learners, taking responsibility for their learning in a motivated way. We believe that happy children learn best and take every opportunity possible to motivate and enthuse our pupils in their learning journey.

'This is a very exciting time to be joining Lapford School. Following the Ofsted inspection in October 2023, the school has already addressed all of the areas for improvement and is on a rapid upward trajectory. A registered Ofsted inspector has recently carried out a review of the school and concluded that Lapford Primary School 'is on track to be good' at its next Ofsted inspection. It will be great to welcome someone into the team who is as keen to be part of this journey as we are.' *Sarah Healey- Primary Deputy Executive Headteacher.*

## Our Values

**COMPASSION AMBITION TEAMWORK**

Our school and Trust values are 'Compassion, Ambition, Teamwork'.

These values thread through all that we do and all that we are. We care for each other, have high ambitions, and work together as a school family.

By the time our pupils leave us, they are ready to do their best at secondary school.



# JOB DESCRIPTION

**Job Title: 1:1 Teaching Assistant**

**Status: Part time, temporary, 25 hours per week x 39 weeks per annum**

**Grade C ( £12.85—£13.26 depending on experience)**

## **MAIN DUTIES AND RESPONSIBILITIES**

To work under the instruction guidance of teaching/ senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

### **Supervision Arrangements**

Each class must have an assigned teacher, who will take overall responsibility for the progress of pupils within that class. Such teachers may be assisted in their work by support staff, some of whom will carry out specified work and must do so under the direction and supervision of a qualified teacher. The nature of the direction and supervision may vary according to the work undertaken and the level of experience of the member of support staff.

## **Major Responsibilities**

- To work under instruction/guidance to enable access to learning by:
- Attending to the welfare and personal care of pupils including those with special educational needs.
- Delivering pre-determined learning/care/support programmes.
- Implementing literacy/numeracy programmes.
- Assisting with the planning cycle.
- Undertaking general clerical/administrative support for the teacher/department.

## **Duties**

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans.

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- Assisting with the display of pupils work.
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities on a regular basis.
- Monitoring pupils responses to learning activities and accurately recording achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils work.
- Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.

### **Supporting Pupils By:**

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and to engage in activities led by the teacher.
- Setting challenging and demanding expectations and promoting self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher.

### **Support the curriculum by:**

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses.

- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS2, early years, recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

### **Support the school by:**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- 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 as required.





# JOB DESCRIPTION

**Job Title: Mealtime Assistant**

**Status: Part time, temporary, 5 hours per week x 39 weeks per annum**

**Grade A, £12.26 per hour**

## **MAIN RESPONSIBILITIES & DUTIES**

This document outlines the duties required for the post entitled Mealtime Assistant to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed, for example, to cover the age and special needs of pupils and for those who eat packed lunches at school.

### **School Meals:**

- Ensure that children entering the dining room have clean hands and promote good hygiene.
- Encourage good table manners and good behaviour at lunch time.
- See that drinking water is provided and assist in pouring water for young children.
- Assist young children in handling knives and forks and if necessary, cut up their food.
- Encourage children to eat the meal provided and

encourage them in avoidance of waste.

- Assist young children to choose a balanced meal.
- Supervise the orderly return of empties to a given point.
- To assist the children in clearing the room ready for afternoon session.
- Support the catering assistant with serving of food when necessary.
- Setting up the tables and chairs ready for lunch, cleaning the tables after lunch and clearing them away. Ensuring the area is clean and ready for use after lunch.

### **General:**

- Safeguard the children during the lunchtime period.
- Undertake playground duty, supervising by circulating amongst children and leading and engaging in play activities. Actively taking a lead with children's games and play during the period,

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encouraging all children to play and participate in activities. This supervision should not be carried out by pairs of Assistants.

- Supervise children in designated area, other than playground, during wet weather.
- Follow the school health and safety policies.
- Attend to minor accidents and report to the teacher in charge
- Report any untoward circumstances or behaviour to the teacher in charge
- Ensure that children do not leave the school without permission of the teacher in charge
- Assist the teacher in charge, as required, in order to care for the safety and well-being of children.

### LOCATION

**The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.**





# COMPASSION AMBITION TEAMWORK

## Teaching Assistant - Person Specification

AREA	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of general education</li> <li>• Competence in Numeracy/Literacy. GCSE Maths and English – Minimum of Grade C or above</li> <li>• Willingness to attend courses/training and seek professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised qualifications</li> </ul>	AF / EXAM CERTIFICATES
Experience	<ul style="list-style-type: none"> <li>• Working with people in a caring or supportive capacity</li> <li>• Working with individual responsibility in a team context</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in education</li> <li>• Experience of working with children with learning or behavioural needs</li> </ul>	AF
Skills	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work as part of a team</li> <li>• Ability to work independently</li> <li>• Ability to foster good relationships with students and enthuse young people to want to learn</li> <li>• Ability to solve problems</li> <li>• Ability to use ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Creative approaches to pupil learning</li> </ul>	AF / I / R
Personal Qualities	<ul style="list-style-type: none"> <li>• Warmth and sensitivity</li> <li>• Interest and concern for young people and education</li> <li>• Personal integrity and high expectations</li> <li>• Patience and tolerance</li> <li>• Ability to work as part of a team</li> <li>• Personal resilience – ability to be calm and positive under pressure</li> <li>• Flexible approach to work, both with pupils and other members of the department</li> <li>• Ability to think independently</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptability</li> <li>• Interested in 'learning'</li> </ul>	I / R

AF: Application Form  
I: Interview  
R: References



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# COMPASSION AMBITION TEAMWORK

## How to Apply

Please complete the online application form available [here](#).

A tour of Lapford Community Primary School will be arranged as part of the interview schedule.

Closing date: Monday 24<sup>th</sup> February 10am

Interview date: Tuesday 4<sup>th</sup> March

Start date: As soon as possible

If you would like an informal conversation, please contact us on the email address below and we will be pleased to arrange a telephone call with our Primary Deputy Executive Headteacher or Head of School to discuss the role further.

[personnel@chulmleigh.devon.sch.uk](mailto:personnel@chulmleigh.devon.sch.uk) or call 01769 580215

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