



Diocese of Salisbury  
Academy Trust  
*'Beyond expectations for all of God's children'*



St. James'  
CE First School

## 1:1 Teaching Assistant



**Recruitment Pack**



# Welcome to the Diocese of Salisbury Academy Trust (DSAT)

**and thank you for your interest in working with us. The Trust is based at the Diocesan Education Centre in the historic village of Wilton, located three miles to the West of the medieval city of Salisbury.**

In this pack we have enclosed some interesting and useful information about the Trust, which works with twenty-two academies across the Diocese. You can find out more about these and the strengths of our organisation on our website at [www.dsat.org.uk](http://www.dsat.org.uk). We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed.

## **This recruitment pack includes:**

### **Our School**

Brief outline of who we are and what we do

### **Job Advert and How to Apply**

Please ensure that your application relates to the correct advertisement and that you have been able to find details of how to apply with the correct form.

### **Job Description and Person Specification**

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

### **DSAT Vision and Values**

This document outlines the strength of the ambitions that we have for our Trust and our vision for all of the children in the Trust.

### **Equal Opportunities Monitoring Form**

We are committed to equality in the workplace and supporting the development of all our employees.

### **Privacy Notice**

We want you to be aware of how any personal data you provide will be processed up to and beyond the appointment of a successful candidate.



## Letter from Headteacher

Dear Colleague,

Thank you for showing an interest in the post of 1:1 Teaching Assistant at St James' CE First School within the Diocese of Salisbury Academy Trust (DSAT). As the Headteacher of this lovely school, I am incredibly excited at the prospect of appointing a TA with the drive, ambition and skills to continue the work of our dedicated staff and Academy Standards and Ethos Committee to help us in our journey of learning.

We are proud to be a member of the DSAT, which is a strategic and forward-thinking Trust that recognises the needs and challenges across all its academies. You will join a team of professionals who are welcoming, compassionate, highly motivated and promote high expectations and aspirations at St James' CE First School and throughout the Academy Trust.

Being committed to excellence, you will be working in collaboration to build strong partnerships with a range of stakeholders, working across the Trust for the growth of thriving Christian learning communities, allowing us to achieve our vision of going 'Beyond expectations for all of God's children.'

If you would like further information about this exciting role or to arrange a visit, please contact the office at St James' on [office@stjames.dsat.org.uk](mailto:office@stjames.dsat.org.uk).

I look forward to hearing from you.

Best wishes

***Philippa Hill***

Headteacher



# St. James' CE First School

## Our School

We are a vibrant and forward-thinking school with highly talented staff who are committed to achieving the very best outcomes for our children. We work together closely to achieve the best possible outcomes for our children and support each other to ensure we all perform to the best of our abilities.

In 1974, following extension and modernisation of the original building, the four schools in Gaunts Common, Holt, Horton and Hinton Martell were merged to form St James' CE VC First School. We have recently joined the Diocese of Salisbury Academy Trust and have a strong Christian ethos and a deeply embedded vision for our children. Our links with local churches and parishioners are well established and we enjoy regular visits from members across the parish. We are a Church of England school serving children from Reception to Year 4. We are over-subscribed with 125 children on role and a Pupil Admission Number of 23. We have four mixed age classes: R/Y1, Y1/Y2, Y2/Y3 and Y3/Y4. At the end of Year 4 the majority of children transfer to St Michael's Middle School in Colehill.

The school has undergone extensive refurbishment in the last ten years and has four, modern and well-resourced classrooms which surround a central hall used for a range of activities including PE, Collective Worship and lunches. We also have a cosy corner, meeting room and nurture nook, used for many things including break out learning and well-being activities. The playgrounds and playing fields are extensive, with two football pitches, a trim trail, an all-weather calm zone and two hard core playing areas. Other features of the grounds include a pond and wildlife area, a beech maze, Peace Garden, stage, tyre park, musical garden and Fitness Garden plus a variety of trees and a car park. A private pre-school operates in a separate building in the front playground and close liaison exists between this and the school. The Nursery staff provide our wrap-around care.

The staffing structure comprises an Executive Headteacher; a Head of School, three full time Teachers; one part time Teacher, a Senior Teaching Assistant and additional Teaching Assistants with varying hours across the school. Our office team comprises a part-time Support Services Manager and part-time admin support and your role will add to this strong team.

## Support from the Community

We have really strong links with our local community. The Parents and Friends Association provides strong support for all aspects of school life. The School gives and receives support in our local community and participates in various special occasions and events including supporting charities and linking with local care homes. Our governing body is small but strong and comprises of a pro-active and committed volunteers with a range of backgrounds.

Our premises are light, modern and well maintained and our grounds are extensive and idyllic. You would be joining a strong, welcoming and talented staff team which is committed to putting the children at the heart of all we do. We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.





St. James'  
CE First School

## Our Vision - Believe and Achieve



Believe and Achieve is St James' vision for our children and all members of our community. This is underpinned by the parable of **The Good Shepherd** who lost his sheep (**Matthew 18:12**). Even though returning to find his lost sheep was a dangerous mission, he put his faith in God, and believed in himself enough, to know it could be achieved. The story of The Good Shepherd helps us to remember:

- **We are all special and unique.**
- **We all care for each other.**
- **The more we believe, the more we achieve.**

The tapestry in the picture above was a labour of love involving people from across our whole community. Each and every sheep, created by hand by our children, is special and unique and the Good Shepherd is cradling his lost sheep, now returned safely to the fold.

### Core Values

**Respect** - treating others as you would like to be treated.

**Compassion** - being kind and caring towards others.

**Integrity** - doing the right thing even when no one is looking.





# Job Advert

<b>Job Title</b>	1:1 Teaching Assistant
<b>Academy Name</b>	St James CE First School
<b>Location</b>	Gaunts Common, Wimborne, Dorset, BH21 4JN
<b>Contract Type</b>	Fixed Term (whilst the EHCP funding is in place or the child leaves the school), Part time 15 hours per week, Monday to Friday 12.00pm to 3.00pm
<b>Salary</b>	Grade 5 SCP 4 £18,933 FTE actual £6,587.30
<b>Pension</b>	Local Government Pension Scheme
<b>Contact</b>	<a href="mailto:office@stjames.dsat.org.uk">office@stjames.dsat.org.uk</a>
<b>Closing Date</b>	Tuesday 7 <sup>th</sup> December 2021 at 9.00am
<b>Interview Date</b>	Friday 10 <sup>th</sup> December 2021
<b>Start Date</b>	Tuesday 4 <sup>th</sup> January 2022

We are seeking to appoint a 1:1 Teaching Assistant to join our friendly and enthusiastic staff team.

As part of our learning community you will benefit from:

- Enthusiastic and inspiring children
- Welcoming, friendly and supportive team environment
- Learning Assistant within each class
- A caring and committed leadership team with a strong commitment to Continuous Professional Learning
- Collaborative approaches to developing teaching and curriculum based upon current research
- Partnership within a forward looking and expanding DSAT network of schools
- Exciting opportunities to grow and develop
- Access to staff benefits and a family approach
- Job satisfaction
- Focus upon staff well being

What we ask in return is that you:

- Are passionate about helping our children learn
- Have a supportive and nurturing approach towards children
- Are committed to ensuring that all children achieve their very best
- Are willing to act in partnership with other staff, children, families, governors and our DSAT colleagues
- Provide a stimulating and engaging experience for children, enabling all to do their best
- Are willing to engage in best practice research

The job description for a Teaching Assistant, included within this pack, outlines the professional expectations for Teaching Assistants here at St James. The successful candidate will be required to fulfil this job description. The

person specification provides details about the skills and experience which we are seeking for this post.

We ask if, within your letter of application, you could:

- Explain why you have chosen to apply for this post at St James
- Detail how your experience makes you suitable for this role
- Share any experience of working with children and the impact which you have made on their futures
- Explain how you could 'make a difference' at St James' and help all within it to flourish

Applications for this post must be received by 1:00 pm on Tuesday 7<sup>th</sup> December 2021.

If you do not hear from us by the end of the working day Wednesday 8<sup>th</sup> December 2021, please assume that you have not been taken forward to the selection stage but thank you so very much for taking the time to apply.

The selection process will take place on, **Friday 10<sup>th</sup> December 2021**. Candidates invited to the selection will be required to attend on this day.

For more information about the school, the role advertised or to arrange a visit, please contact Mrs Sarah Clayton in the school office on 01258 840669 or e-mail: [office@stjames.dsat.org.uk](mailto:office@stjames.dsat.org.uk)

You can also visit our school website: <https://www.stjames.dsat.org.uk>

We look forward to hearing from you.

## Job Description



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

**Reports to:** Headteacher, SENCO

### **Main Job Purpose:**

Responsible for working across a discrete range of pupil need (e.g. signing for deaf children/supporting children with visual impairment) and for the most part delivered on a one-to-one basis.

To assist the Headteacher/SENCO to promote individual pupils' academic, social and emotional development through the development and implementation of programmes of pupil work and support and in the provision of a stable, caring and supportive learning environment; to enable the pupil(s) to achieve their full learning potential and facilitate their personal, academic, social and moral development.

There is a Special Needs input in the support to pupils in activities. Support is largely on a one to one basis to pupils with disability, learning difficulties or behavioural problems. This may include pupils with a high learning ability ('gifted/talented').

### **Main Duties:**

#### **1. To support the teaching and learning processes.**

- Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions
- Focus support in areas needing improvement both academic and social/emotional.
- To support the use of ICT in the classroom and work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning.
- Motivate and encourage pupils to concentrate on and fulfil the tasks set.
- Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum.
- Seek to ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
- Contribute to the assessment of pupils' learning, in particular with regard to Literacy, Numeracy, Science and ICT skills.
- Contribute to the implementation of the National and/or Foundation Curriculum and specific individual pupil targets and/or group targets.
- To promote pupils academic, social and emotional development and assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.



## **2. To assist the teacher/SENCO in the assessment of pupil need and capability**

- Developing, implementing and managing predominantly individual pupil learning strategies aimed at the management of pupil learning and behaviour
- establishing and maintaining of relationships with the individual statemented/specified pupils in support of the pupil's learning activities
- continuous review and development of the postholder's professional practice/skills and competences
- inclusivity of pupils with identified SEN needs

Under the guidance of direction of the teacher/SENCO/PTA:

- Develop, maintain and apply knowledge and understanding of identified pupils' specific learning needs.
- To ensure that support is given commensurate with the specified need of the pupil.
- To liaise with parents and other professional agencies in support of the identified pupil's needs.
- To provide care and supervision of identified pupils within the classroom, within the school and outside of the school.
- To supervise identified pupil(s) using cloakrooms, showers and toilet facilities. Supervise the pupils in playgrounds and when entering and leaving using school transport.
- To escort pupils to school or parental transport, home or to hospital as necessary and/or support in the integration/re-integration of the pupil.
- To develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication.
- To assume sole supervision of the identified pupil(s). This may include whole classes for short periods in the absence of the teacher.
- Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs and contribute to IEPs.
- To undertake a key worker role when required.
- To work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.

## **3. General duties**

- To assist in the development, monitoring and evaluation of programmes of work
- To upkeep data files, catalogue resources, maintain inventories, photocopy, record TV programmes and use I.T. systems for administration and educational purposes.
- To contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress, both academic and social.
- To assist in the preparation, organisation and maintenance of the pupil's work and their equipment, including assistance with and creation of material display, make basic visual aids, art and craft materials, mount and display pupils' work.
- To assist in the preparation for educational visits, and where appropriate accompany/supervise student(s) undertaking off-site activities.
- To attend and contribute to school staff meetings and in-service training within contracted hours or outside normal hours by agreement, and in particular to contribute to the assessment and progress identification of individual pupils supported by the TA.
- To contribute to the process of school self-review.
- Monitor and support pupils/students/volunteers placed within the school on work experience programmes.
- To assist in the supervision of Standard Assessment Tasks and tests / assessments as directed
- To assist in the preparation and maintaining the learning environment

- To contribute to the assessment by the teacher of pupil performance in maintaining records of pupil performance and achievement, noting areas of weakness and need for development and drawing to the teacher's attention areas requiring further review.
- To observe and comment upon pupil performance, conduct, behaviour and interaction with peer group and parents.
- To contribute to the planning and evaluation by the teacher of individual (and group) pupil's learning activities.
- To contribute to the induction and support the development of individual Teaching Assistants (TAs) professional practice, and specifically the sharing of relevant parts of the specified competences /skills held by the postholder.

**4. Where a current First Aid qualification is held, in the absence of other medical facilities:**

- Maintain First Aid equipment and materials, and dispense medicines in accordance with school policy and Health and Safety guidelines.
- Undertake First Aid
- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.

**5. To comply fully with the Trust's safeguarding policy.**

- 6.** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

# Person Specification

Key Criteria	Essential	Desirable	Assessed
Education, training and Qualifications	<ul style="list-style-type: none"> <li>Maths and/or English grades GCSE A-C</li> </ul>	<ul style="list-style-type: none"> <li>Able to recognise own training needs and willing to undergo relevant training</li> </ul>	
Skills and Knowledge	<ul style="list-style-type: none"> <li>Able to work successfully with pupils with challenging behaviour</li> <li>Able to work constructively as part of a team</li> <li>Able to communicate at all levels, staff, pupils, home and professionals</li> <li>Flexible and able to respond quickly to new situations</li> <li>Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>Understanding of behavioural strategies</li> <li>Basic understanding of child development and learning</li> <li>Working with or caring for children of relevant age</li> <li>General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</li> </ul>	<ul style="list-style-type: none"> <li>Able to support families and carers of pupils with challenging behaviours</li> <li>Understanding classroom roles and responsibilities and your own position within these.</li> <li>Experience in group work</li> <li>Understanding of Child Protection and the new SEND Code of Practice</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Training in or experience of working with young people with behavioural difficulties</li> </ul>	<ul style="list-style-type: none"> <li>Training in the relevant learning strategies</li> <li>Experience in pastoral care</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Support the Trust's vision, Christian ethos and values that are embedded in the day to day and long term running of the academy</li> <li>Support the Trust's values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope</li> </ul>		



# Diocese of Salisbury Academy Trust

## *'Beyond expectations for all of God's children'*

Our vision is for the growth of thriving Christian learning communities, providing everyone with the opportunity to achieve more than they ever thought possible. Christian service is at the heart of all we do, as we help young people to develop excitement in learning and to live life to the full. We value everyone equally and demonstrate this through our words, actions, community life and the quality of the opportunities we provide.

### **Children and young people at the heart of all we do**

Our young people will be inspired to develop academically and spiritually, aspiring beyond their own and others' expectations.

### **Faithfulness to our Christian tradition**

We put God's love into action through our values of love, reconciliation, hope, forgiveness, peace, grace, justice and joy. Working with our parishes and communities, we encourage an understanding of the significance of faith through teaching, worship and prayer.

### **Striving for excellence**

We love learning and are passionate about the high standards we can achieve in all aspects of life.

### **Collaboration**

We build strong partnerships, learning with and from others as we challenge ourselves to reach new heights. We give of our best and expect the best from one another.

### **Celebrating success**

We celebrate the achievements of every individual and share our successes widely.



*'I can do everything through Christ, who gives me strength'*



# Background to DSAT

The Diocese of Salisbury Academy Trust (DSAT) was established at the end of 2013 to provide a home for schools within the Diocese of Salisbury who wanted to convert to academy status. From January 2021, the Trust has twenty-two academies. Whilst the Trust is a separate entity to the Diocesan Board of Education (DBE), they work together in dynamic and strategic partnership to transform provision and outcomes for the children in their care.

Alongside its improvement work in its current member academies, the Trust is working actively with other schools and the Regional Schools Commissioner (RSC) to grow its family of academies. This will enable a greater level of system-led improvements, further opportunities for collaboration between leaders and staff at all levels of the organisation and better economies of scale, vital in the current challenging economic climate.

DSAT provides an opportunity for schools to convert to academy status in a way that is different to many academy trusts.

- Individual schools that can thrive in their own context and in line with their own vision and values;
- A home for church schools committed to maintaining their distinctiveness, based upon their Christian values;
- A home for schools without a Christian foundation, who are wanting to work with us in partnership to secure better outcomes for children;
- A dynamic collaboration, working in conjunction with a range of partners, to deliver tailored programmes of school improvement that will meet the needs of each academy;
- Services available to academies that will support improvements to teaching and learning, allowing schools to focus on their core business rather than being distracted by academy business;
- The flexibility to meet schools where they are on their journey and to adapt to their specific circumstances;
- Opportunities to operate in close partnership and strong relationship with the DBE, the RSC and local authorities for the good of our academies.



The Salisbury Diocesan Board of Education (SDBE), formed in 1830, is one of the oldest formal diocesan bodies. Many of the church schools were founded before that date, and the Board was formed to support their work and to promote new schools. The Diocese today extends over 2,000 square miles, with a population of just under 860,000. There are a total of 195 schools and academies serving 40,000 children. The SDBE works across a number of counties and local authorities, working closely in mutually beneficial partnership with them in order to progress the life-chances of the children in their care. DSAT is open to both church and non-church affiliated schools across the region.

To find out more about our Trust, and to see a map of our locations, please go to [www.dsat.org.uk/welcome](http://www.dsat.org.uk/welcome).