

Mercian Educational Trust



Teaching Assistant – 2 Roles Available:

Class Teaching Assistant (TA2) – 15 hours
Class Teaching Assistant (TA2) – 26.25 hours

Northleigh CE Primary School

Start Date: September 2024



Northleigh

CE Primary School

Be **Brave** - Be **Strong** - Be **Fearless**

www.northleighprimary.co.uk

Headteacher Northleigh CE Primary: Mrs Sarah Green

Email: NPSOffice@metacademies.org.uk

CEO Mercian Educational Trust: Dafydd Lawday

www.metacademies.org.uk

Mercian Educational Trust is an equal opportunities employer and committed to the protection and safety of its students



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Mercian Educational Trust TA2 Recruitment Pack June 2024

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Information from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant at Northleigh CE Primary School, which is part of the Mercian Educational Trust (MET). MET is an exciting and progressive Multi Academy Trust based within Worcestershire with currently five Primary school sites based within Malvern and Worcestershire.

Northleigh CE Primary School is an expanding, friendly and welcoming school situated on the northern edge of Great Malvern in Worcestershire. We provide education to pupils from both the town and surrounding countryside. Northleigh is characterised by its caring ethos and its focus to develop high quality learning opportunities. As a Voluntary Controlled Church of England School, we have strong connections with St Peter's Church.

We are a school with unashamedly high ambitions for our children and have a dedicated team who work to that end. Our school motto: Be Brave; Be Strong; Be Fearless reflects our commitment to providing our children with the characteristics that they can apply to all aspects of life and learning and will help to shape them into active citizens of the future.

We aspire to this for our whole school community. We are looking for an individual who shares our vision for both themselves, and the children in their care.

The benefits of working for our Trust:

- A friendly and supportive community.
- Defined benefit pension scheme
- The support for continuous professional development.
- The opportunity to make a difference to the school environment.

Further details for the post can be found in the Person Specification attached.

If you would like to find out a little more about our school, you may choose to view our website www.Northleighprimary.co.uk our facebook page @Northleighprimary. Visits to the school are welcomed - it would be a pleasure to meet you and to show you around our school. Please book your space by emailing NPSOffice@metacademies.org.uk with your chosen date and time:

Tuesday 11th June at 4pm

Thursday 13th June 1pm

If you have any questions please email NPSOffice@metacademies.org.uk

We look forward to receiving your application.

Yours Faithfully

Sarah Green
Headteacher





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The Role:

We are looking for more than one Teaching Assistant to start with us in September and have a range of positions across the school. 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.

The vacancy available:

Position	TA2 15 hours Class Teaching Assistant (Year 5)	TA2 26.25 hours Class Teaching Assistant (Year 3 or 4)
Description	Working in the class in the morning to support groups of learners in the morning.	Working in the class in the morning to support groups of learners. Working with small groups of children or 1:1 during the afternoons.
Contract	Fixed Term for 1 year from 1 st September 2024	Fixed Term for 1 year from 1 st September 2024
Salary Band	£8369 - £8508 per annum	£14,645 - £14,890 per annum

Please make clear on your application form which job you would like to be considered for. If you are interested in more than one position, please indicate this on your application form.

Additional opportunities:

Each of our TAs also has an additional ½ hour each day as a lunchtime supervisor - £1298

There is the opportunity for some additional hours in our after-school club (around 3 hours per week). 3 hours salary band £1637 to £1664

We also run holiday club during half term and the summer holidays and there are opportunities for additional hours should candidates be interested.

At Northleigh we pride ourselves on the development and support of our staff, the successful applicant will be fully supported in their role within school.





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The Recruitment process:

The Recruitment process: All applicants are required to fully complete the correct application support staff application form which is freely available from our Trust. website, <https://www.metacademies.org.uk/vacancies/> Applications or CVs in any other form cannot be accepted.

Closing date for applications	18 th June at 9am	Email applications to NPSoffice@metacademies.org.uk
Shortlisting	18 th June	Candidates to be advised by email
Interviews	21 st June	

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 candidates who are shortlisted and require both references to be received prior to interview and we may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicants' suitability for the post linked to the job description and person specification, please make sure your application matches these requirements.

Applicants will be invited to interview via email following shortlisting on the 18th June 2024.

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

We look forward to receiving your application via email to NPSoffice@metacademies.org.uk by **9am 18th June 2024.**





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Job Advert

Position	TA2 15 hours Class Teaching Assistant (Year 5)	TA2 26.25 hours Class Teaching Assistant (Year 3 or 4)
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Safeguarding & Safer Recruitment

Mercian Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of this commitment any job offer will be 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.

-  This role involves frequent contact with children.
-  The role requires engagement in regulated activity relevant to children.
-  This post is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



For further application information forms please visit >> www.metacademies.org.uk/vacancies/


Completed applications should be returned to NPSoffice@metacademies.org.uk



Person Specification - TA

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	Essential	Desirable
<ul style="list-style-type: none"> • Experience of working with groups of children to deliver high quality interventions and support • Experience in working alongside class teachers • Excellent classroom practitioner and commitment to make learning engaging • Experience of working with children with EAL 			<ul style="list-style-type: none"> • Experience of working with in Early Years • Experience of phonics • Experience of British Sign Language 		

Skills and Attributes	Essential	Desirable	Skills and Attributes	Essential	Desirable
<ul style="list-style-type: none"> • 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 					



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Personal Qualities	Essential	Desirable	Education & Qualifications	Essential	Desirable
<ul style="list-style-type: none"> 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 			<ul style="list-style-type: none"> Flexible/resilient and able to respond with good humour to the unpredictable 		

Safeguarding	Essential	Safeguarding	Yes	No
Ability to perform a role that involves Constant 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		
Ability to perform a role that requires engagement in regulated activity relevant to children.				

