

St. John's CE Primary School, part of Aquinas

[www.stjohnsbromley.co.uk](http://www.stjohnsbromley.co.uk)

[www.aquinastrust.org](http://www.aquinastrust.org)

# Application Pack

**Cover Supervisor/Teaching Assistant – Part Time**

**Required: ASAP**

*Fulfilling our potential with God by our side*



## COVER SUPERVISOR/TEACHING ASSISTANT

Are you looking to join a really strong and stable team in a friendly and supportive school where everyone works together for the good of the children? Are you looking to join an interesting and honest Trust that encourages training, development and career opportunities? If so, please contact St. John's school as we are looking to recruit an enthusiastic and inspiring cover supervisor/teaching assistant who will become fully committed to our positive ethos.

### THE ROLE

This role is to support in school and cover PPA/occasional absenteeism. It is an excellent opportunity for an experienced teaching assistant or cover supervisor who is passionate about improving the life experiences of our pupils. In return we offer a caring and considerate environment where everyone is valued.

### THE PERSON

The Person (must):

- Have experience working with children (teacher, teaching assistant, etc.)
- An understanding of how to support children's learning
- An ability to deploy strategies to allow learners to engage with the curriculum creatively
- Good numeracy and literacy skills.
- Minimum of NVQ3 in Teaching Assistance or equivalent qualification or experience
- Want to work as part of a hardworking, dedicated and cohesive team

### WHAT WE OFFER

In return, we offer:

- A happy community committed to providing the best education for our pupils built upon a strong sense of belonging and mutual respect, giving our children the encouragement to flourish and succeed.
- Professional development of all colleagues
- A distinctive local context ensuring we place inclusivity at the heart of all we do
- A skilled and experienced team of professionals
- Experienced Learning Mentors for specialist support

St. John's is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.



## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

**Closing date for applications:**

**13th February 2024**

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [aquinas.recruitment@aquinatrust.org](mailto:aquinas.recruitment@aquinatrust.org).

Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained. All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

### INTERVIEWS

Candidates will be invited for interview.

**Interviews:**

**as soon as possible**

### APPOINTMENT

All candidates will be contacted following interview.

**Appointment to commence:**

**as soon as possible**

### SAFEGUARDING

**St. John's is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



## JOB DESCRIPTION

### DETAILS

<b>Job Title:</b>	<b>Cover Supervisor/Teaching Assistant – Part Time</b>
<b>*Revised Grade*:</b>	<b>A4 (Full time range: £24,323 p.a -£26,144 p.a.</b>
<b>Actual Pro rata range:</b>	<b>£15,510.93 p.a - £16,672.19 p.a.)</b>
<b>Hours:</b>	<b>26.25 hours per week, 39 weeks per year</b>
<b>Accountable to:</b>	<b>Teacher, Senior Leadership Team and Executive Head teacher</b>

### THE ROLE

The main purpose of the role is:

- To support the teacher in the classroom and in preparation for lessons.
- Support children in their educational and social development.
- Provide extra support for pupils with special educational needs or disabilities.
- Provide extra support for pupils with English as an additional language.

The following list of responsibilities and duties are not exhaustive.

### AREAS OF RESPONSIBILITY AND KEY TASKS

#### Support for Pupils

- Use specialist (curricular/learning) skills / training/ experience to support pupils.
- Assist with the development and implementations of provision maps
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusions and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

#### Support for Teachers

- Work with the teacher to establish an appropriate learning environment.
- Familiarise yourself with and follow the teacher's lesson planning and communicate with the teacher regarding progress.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. Demonstrate compassion and positivity at all times.



- Liaise sensitively and effectively with parents/ carers as directed by the teacher within your role/ responsibility and participate in feedback sessions / meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin support.

### **Support for Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses /needs.
- Implement literacy and numeracy interventions as directed and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment resources.

### **Support for the School**

- Awareness of the school's educational and behavioural policies for developing pupils.
- Work within predetermined guidance, policies, procedures and teachers' guidance.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime (as applicable).
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person as agreed.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the work of other professionals.
- Participate in training and other learning activities and performance development as required.

### **Resources**

- To create and maintain a working area that is a pleasant, tidy and well organised working environment.
- To ensure that equipment and other resources are properly cared for.
- To take care of equipment and furniture with any damage or defects to fabric or equipment are reported to the class teacher and/or Head teacher as appropriate.

### **Other Duties**

- to attend meetings and training sessions as required.
- to work in support of whole school development plans.
- to take time to read notices, keep to deadlines and carry out your duties to the best of your ability.
- Familiarise yourself with and follow the lesson plans.
- Monitor and evaluate pupils' attainment and progress.
- Promote positive values, attitudes and good pupil behaviour.



- Liaise sensitively and effectively with parents/ carers as directed by the teacher within your role/ responsibility.
- To take full responsibility for the learning and safety of the children, including the registration and dismissal of children at the end of the day, and dealing with any incidents, accidents or emergencies.
- To recognise own strengths and areas of expertise and use these to advise and support pupils.
- To mark learning activities for individuals/groups.
- Implement English and maths interventions as directed.
- Help pupils to access learning activities.
- undertake any other duties commensurate with the level of the post, as required.

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

#### TRAINING

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

#### SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

#### VARIATIONS

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

**This job description may be reviewed annually in consultation with the Head Teacher**



PERSON SPECIFICATION

COVER SUPERVISOR /TEACHING ASSISTANT

Personal Specification	Essential	Desirable
<b>Qualifications and Experience</b>		
GCSE English and Maths	✓	
Relevant qualification with regard to working with children, such as NVQ3 Teaching Assistant (or equivalent qualification or experience)		✓
Previous experience working with children	✓	
Previous experience working in a school setting		✓
Good numeracy and literacy skills	✓	
Effective use of ICT to support learning	✓	
Experience in mentoring, teaching, caring for those who have challenging behavior or complex learning difficulties.	✓	
Knowledge of safeguarding procedures	✓	
<b>Organisation</b>		
Ability to plan and organize	✓	
Ability to recognize and identify problems	✓	
Ability to record and pass on information accurately.	✓	
Ability to cope with many roles/responsibilities.		✓
Understanding of the importance of parental involvement.		✓
<b>Professional Skills and Interests</b>		
Ability to encourage and enable others to develop their full potential	✓	
Any extra interests related to childcare.		✓
<b>Personal Qualities</b>		



Must be willing to uphold the school's nurturing and inclusive vision with high expectations for all.	✓	
Ability to build relationships and to lead and work as part of a team.	✓	
A friendly, helpful, caring and flexible approach.	✓	
Open-mindedness, patience and compassion	✓	
A commitment to equal opportunities.	✓	
Ability to maintain confidentiality in all school matters.	✓	
High level of self-confidence		✓
Ability to relate well to other professionals		✓
Ability to physically fulfil the responsibilities of the post	✓	
Willingness and ability to attend appropriate meetings and training	✓	
Flexible approach		✓
Professional personal presentation	✓	
Excellent punctuality	✓	

#### HEALTH & SAFETY FUNCTIONS

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	X





# BENEFITS OF WORKING WITH AQUINAS

## TREATING YOU AS A PROFESSIONAL...

**Aquinas is committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

## HELPING YOU STAY RELAXED...

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

## LOOKING AFTER YOUR WELL-BEING...

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

