



Somers Park

Primary School



**Cover Supply and PPA cover
Teaching Assistant
Recruitment Pack
November 2021**



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Somers Park Primary School From the Headteacher

Dear Applicant,

Thank you for your interest in the post of **Cover Supply and PPA Teaching Assistant** at our school. We are looking to appoint an exceptional teaching assistant to cover class teachers in case of absence and to teach 1 day per week planned PPA cover; it is expected that this role will initially be in lower key stage 2 (although we would welcome applicants with experience in other year groups and across the primary phase).

The vacancy available:

- **Cover Supply and PPA Cover Teaching Assistant: 30 hours per week, term time only.**

The pay scale for this post is 23 hours Grade 3 and 7 hours Grade 4 (for the PPA cover, 1 day per week).

If you want to find out a bit more about our school, you may choose to view our website www.somersparkschool.org.uk or our very active Twitter feed @SomersPark1. Visits to the school are welcomed- it would be a pleasure to meet you and to show you around our school.

The process:

All applicants are required to fully complete an application form which can be found on our trust website <https://www.metacademies.org.uk/vacancies/>. Applications on any other form 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 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. The closing date is 9am on Tuesday 14th December 2021. Applicants will be invited to interview via email following shortlisting on this date, with the interviews planned for Thursday 16th December.

We look forward to receiving your application.

Yours faithfully,

Mr Chris Hansen
Headteacher



Somers Park Primary School Job advertisement

Cover Supply and PPA Teaching Assistant

30 hours per week term time only

Permanent

Start date: As soon as possible

Salary: Grade 3 (SCP 7-17) 23 hours, Grade 4 (SCP 19-22) 7 hours

Somers Park promotes the highest standards for all of our children as we strive to develop critical thinkers who love learning! We are looking to appoint an exceptional cover supply Teaching Assistant to support pupil's learning, cover the class teacher in cases of absence and teach 1 per week planned PPA cover.

For the role of a teaching assistant we are looking for somebody who:

- 🌟 loves working with children!
- 🌟 has strong interpersonal skills with pupils, staff and parents
- 🌟 is able to make children think, uses high quality questioning and promotes a thirst for knowledge
- 🌟 has high expectations of all children in every aspect of school life and is committed to safeguarding and well-being
- 🌟 is able to enthuse and inspire children
- 🌟 is successful when working collaboratively and who will contribute to a dynamic and hardworking team

Our school:

- 🌟 has pupils who are enthusiastic and highly motivated, with a love of learning, and who thrive in a creative and challenging atmosphere
- 🌟 has strong and supportive middle and senior leaders
- 🌟 is committed to supporting continuous professional development
- 🌟 has a team of staff that is recognised for its enthusiastic, friendly and rigorous approach to teaching and learning
- 🌟 has parents and carers who are supportive and ambitious for their children
- 🌟 has spacious premises and lovely grounds providing an excellent learning environment

Visits to the school are strongly encouraged. Please contact our recruitment coordinator, Claire Evans, in the school office on 01684 572949 or via email cevens@metacademies.org.uk to arrange a convenient date and time or for further details and an application.

Closing date: Tuesday 14th December 2021, 9am.

Interviews: Thursday 16th December 2021

Mercian Educational Trust is an equal opportunities employer and is committed to the protection and safety of its students and therefore this post will be subject to an Enhanced Disclosure and Barring Service check and satisfactory references.



Somers Park Primary School Person Specification

	ESSENTIAL	DESIRABLE
Training and qualifications	<ul style="list-style-type: none"> GCSE/O-Level equivalent: Maths and English Grade 9-4 (A* to C) Experience of working with children 	<ul style="list-style-type: none"> Level 2 or 3 qualification in Supporting Teaching and Learning in Schools or Level 2 or 3 qualification in Childcare and Education, Evidence of continuing and recent professional development relevant to the post
Experience, knowledge and understanding	<ul style="list-style-type: none"> Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Skills and expertise in understanding the needs of all pupils Knowledge of how to help adapt and deliver support to meet individual needs Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils Excellent verbal communication skills Active listening skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children Good ICT skills, particularly using ICT to support learning Understanding of roles and responsibilities within the classroom and whole school context 	
Characteristics and competencies	<ul style="list-style-type: none"> Ability to promote the school's aims positively. Ability to develop good personal relationships within a team; making an effective contribution to high morale. Commitment to safeguarding pupil's wellbeing and equality Ability to create a happy, challenging and effective learning environment Boundless enthusiasm, determination and drive to inspire others to achieve high standards An appetite and stamina for challenging work A solution-focused mind-set and determined "no-excuses" approach to raising standards A personable nature to build effective relationships with parents and all members of the school community A lively, creative and good-humoured approach to all aspects of teaching, management and leadership Ability and keenness to promote the school's positive culture and ethos 	



Somers Park Primary School Job description

Name:

Job title: **Cover Supply and PPA Teaching Assistant**

Pay spine: **Grade 3 (7-17), Grade 4 (19-22)**

Employer: **Mercian Educational Trust**

REPORTING TO:

Phase Leader; Deputy Headteacher; Headteacher

JOB PURPOSE:

- To work in accordance with the Professional Standards for Teaching Assistants (copy attached)
- To work under the guidance of the class teacher to implement agreed work programmes with individuals or groups of pupils to promote effective teaching and learning.
- To supervise whole classes during the short term absence of the class teacher for up to 5 days (with appropriate supervision of a teacher, not necessarily based in the class).
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils.
- Work may be carried out in the classroom or outside the main teaching area including, by arrangement, the supervision of pupils in out of school hours activities.
- To contribute to the safeguarding and protection of all pupils
- To support learning and teaching in KS2, through group work and to lead classes in teacher absence for up to 5 days.
- To cover a class teacher for PPA time, 1 day per week.

Responsibilities:

1. To be fully involved in all stages of the planning cycle to ensure full and effective evaluation of children's curriculum experiences, i.e. planning for children's curriculum experiences, organising and managing learning experiences, intervene in direct experiences; assess quality of experiences and record achievement.
2. Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development, using specialist skills.
3. Use specialist skills to foster the intellectual and social development of children.
4. Monitor individual pupils and report progress, achievements, and concerns to the class teacher.
5. Actively engage in the delivery of the educational work programme and activities developed by the class teacher.
6. Directly teach individuals and groups of children under the lead of the teacher, and also take the whole class for cover supply of absence where appropriately required.



7. Undertake more advanced First Aid training and be prepared to administer according to timetable, or attend in an emergency when required. Take a lead role in First Aid organization and administration.

Tasks:

- Contribute to the planning of work to meet the needs of the National Curriculum and individual needs of the pupils.
- Carry out assessment on pupils and record information
- Provide ideas, materials and learning strategies for lessons within the school situation.
- Organise and deliver a skills programme or practical work with groups or individual children.
- Collaborate with the teacher with the overall delivery of lessons and communication with pupils, working with individuals or groups of pupils.
- Prepare and set up organisation of displays of work to contribute to the creation of a stimulating environment.
- Regularly liaise with other agencies and carers.
- Contribute to the formulation of Individual Provision Maps including attendance at SEN reviews and other meetings relevant to the service/pupil needs.
- Maintain simple records as directed to enable the assessment of a child's ability and /or progress.
- Assist the teacher at an appropriate level in preparing advice for parents including participation in discussions with parents.
- Co-ordinate the work and liaise with other teaching assistants within the school including on the job training of other teaching assistants.
- Supervise and assist groups of pupils in activities set by the teacher.
- Provide cover supply lessons in the absence of the class teacher.
- To assist with the general pastoral care of the pupils, including helping pupils who are sick, distressed or injured.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Somers Park Primary School

About our School

Two sites. One school.

Somers Park Primary School has evolved over recent years following the construction in 2018, of the Malvern Vale satellite expansion site less than a mile from Somers Park. Despite differences in uniform, our two sites work very much as one, with teachers working together and children following the same curriculum.

Growing a year group at a time, our Malvern Vale site now has Reception, Year 1 and Year 2 classes, and we will be at the 7 class capacity by September 2024. In our opinion we have the best of both worlds- fantastic modern facilities with a small school feel at Malvern Vale, accompanied by a main school with an established, forward thinking culture, demonstrating proven success over a number of years. As an early academy convertor, we are now the largest school in Mercian Education Trust, a small Trust comprising four Worcestershire schools, over 5 sites.

Our local community is most settled, and there are strong family connections with the school. It is not unusual for parents, grand-parents and even great grand-parents of pupils to have attended Somers Park. A large majority of staff employed in school have either attended Somers Park, had their own children in school, or live close by.

We are proud of the way our learners are prepared for the next phase of their education and beyond, promoting our *Think. Know. Explain. Do.* curriculum model which encourages inquisitive thinking and independent learning, enhanced by a balanced and interesting enrichment programme of additional experiences and visits.

Somers Park and Malvern Vale School has powerful global links with Chumbageni and Kisosora Primary Schools in Tanzania and Jules Ferry School in France, both of which make a direct contribution to our creative and enriched curriculum.

Key Information about Somers Park Primary School

Type of school	Primary Academy - split site
Age Range	2yrs 9months- 11yrs
Location	Malvern, Worcestershire
Trust	Mercian Educational Trust
Number of children	538 (including 65 Pre-school and Nursery children)
Number of classes	19 (including Pre-school and Nursery)
Average class size (primary)	29
Last Ofsted Inspection	December 2007- Outstanding
% eligible for Pupil Premium Funding	16%
% of children with SEN	11%
% of children with EAL	4%

