

APPLICANT PACK



WOODLANDS PRIMARY



Realising Potential. Transforming Lives.

Advert

Post: Early Years Teaching Assistant Level 2

Contract type: 37 hours, 39 weeks

Contract term: Permanent

Salary: Grade 3 (£21,575 to £21,968 FTE)

Pro Rata Salary: £18,453 to £18,790 (with under 5 years continuous service)

Commencement Date: As soon as possible

We have an exciting opportunity for an experienced and enthusiastic Early Years Teaching Assistant at Level 2 to join our hardworking and supportive team. Woodlands is a recently improved school, judged to be good by OFSTED in February 2022. The successful candidate will be a part of the journey to outstanding, working with a brilliant staff team and a forward thinking, passionate Senior Leadership Team.

Ambitious and a team player, you will have the vision, enthusiasm and drive to build on the strong foundations that already exist in the school. You will be innovative and resilient as well as supportive of colleagues and students.

The right candidate will:

- deliver high quality support/interventions for both groups and individuals
 - develop positive relationships with students, parents and staff
 - have strong Numerical Skills
- have experience ideally gained within a busy and demanding environment
 - have an ability to work using their own initiative
 - have an alignment to a can-do culture
- possess the capability to maintain effective relationships
- have a high level of communication skills and the ability to relate positively to children and adults
- display the talent to adapt to changing situations and learn new skills
 - own a keen eye for ensuring the safety of our pupils
 - hold strong principles that are aligned with the school

As a person you should be professional and committed to improving the lives of the children in our school as well as safeguarding their wellbeing and happiness and developing them as people.

If you are interested in applying for this role, please submit a Mercia Learning Trust Application to recruitment@merciatrust.co.uk. Please note we do NOT accept CV's or Council Application Forms.

Closing Date: Sunday 27th November 2022 at midnight

Headteacher's Message

Thank you for your interest in joining Woodlands Primary School. This is an excellent opportunity to join a great school and to play a key role in shaping the provision of education for our children.

At Woodlands Primary School we care about success and about each other. We have high expectations inside the classroom and outside the classroom in all that we do. As a community school, we take our role seriously in providing the best quality care and education for children from age 2 to 11.



We focus on the important things that children need. We do not focus solely on outcomes and test results, but on giving children the right attitudes and knowledge for a successful life. To demonstrate this, we have our "4 Is" which we want all children to become: intelligent talkers, insatiable readers, impeccably behaved and inclusive citizens. Everything we do should focus on these.

Many of our children need the care and attention of our school to be like a family. So, we have our family values which are:

RESPECT: resilience, empathy, self-respect, punctuality, enthusiasm, character and talk.

All of us need to show these values at all times, our staff, children and community. This means we develop in our knowledge and our behaviour.

Our staff team are central to our success. They drive and accelerate the provision we offer to our community and we want the very best people to join us. We have a very strong staff team who are all focused on our children, making sure that every day is the best it can be for all of them.

If you feel you have the skills, drive and ambition to help support our aims, then please do read on.

Mrs Lauren Johnstone
Headteacher

Job Description

Post Title:	Teaching Assistant Level 2 *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	3
Hours/Weeks:	37 Hours, Term Time Only
Responsible to:	Headteacher
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

PURPOSE OF THE POST

- 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 outside the main teaching area

KEY RESPONSIBILITIES

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 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
- Establish constructive relationships with parents/carers
- Undertake marking of groups of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national curriculums.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- 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/use of CPOMS.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- 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.
- Any other related duties as may arise.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu in school holiday periods for

work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

- The post will be required to travel and work within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To ensure accurate employee records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- To contribute to the Mercia Learning Trust overall development to ensure that the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to whole school events as and when required.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: Sept 22

Person Specification

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Grade:	3
Hours/Weeks:	37 Hours, Term Time Only
Responsible to:	Headteacher
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	GCSE Grade C in English and Maths	Level 2 Teaching Assistant Qualification or Equivalent
Experience	<p>Has an awareness of pupils with special educational needs</p> <p>Basic understanding of child development and learning</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities Interview</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities</p>	<p>Knowledge and understanding of the National Curriculum as appropriate to the age of the child being supported</p> <p>2 years' experience of working 1:1 with children who have specific additional needs</p> <p>Experience in Early Years Setting</p>

	Can maintain trust and confidentiality where appropriate	
Knowledge/Skills (Ability to)	Experience of working with young people and children, including those with Special Educational Needs	
Personal Qualities	Flexible Honest and reliable Calm under pressure Patient Empathetic with young people Team player High personal and professional standards	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to: MLT Recruitment Team, Mercia Learning Trust, 79 Glen Road, Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merctrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 239 6464 or enquiries@woodlands.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merctrust.co.uk.

Key dates:

- **Closing Date: Sunday 27th November 2022**

The small print:

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.