

APPLICATION PACK

OPEN POSITION:

- Teaching Assistant



Perry Wood
Primary & Nursery School



Member of the
Griffin Schools Trust

Welcome to Perry Wood Primry and Nursery School

We strive to build strong links between home and school so that we can work together for the benefit of our children. We want our children to grow in to responsible adults with an understanding of the communities and world in which they live. We are a richly diverse community, and pride ourselves on our inclusive practice.

We have high expectations of our children and work as a team to offer a range of opportunities. We value every child for their own uniqueness and explore the many talents they may possess. We celebrate these talents through a creative, inspiring curriculum which provides children with aspirational ideas for their futures.

In summary, our school is more than just an educational establishment. It is a place which offers children the stability and enrichment that they need to become the unique individuals that they were created to be. We believe that we provide an ethos where children learn effectively and develop into well rounded and responsible citizens.

We hope this prospectus will give you a brief insight in to our very special school and look forward to welcoming you to our learning family.

Suzanne Beston
Head

School Leadership Team

The leadership team strive to support all members of staff in their daily work and in also in their quest for furthering their own careers.

The Leadership team is made up of;

Head; Suzanne Beston

2 Deputy Head Teachers; Clare Mahoney and Nichola Barley

2 Assistant Head Teachers; Fay Munslow and Olivia Hennessey.

All leaders teach within their phases and value the importance of this. All teachers have the opportunity to lead a subject and are offered high quality training to understand subject leadership. The school values succession planning.

- Suzanne Beston - Head
- Clare Mahoney - Deputy Head
- Nichola Barley - Deputy Head
- Fay Munslow - Assistant Head
- Olivia Hennessey - Assistant Head

Role Description

Main Purposes of the Job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support and intervention to the teacher in the management of pupils and the classroom.

Main Responsibilities and Tasks

Support for pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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
- Encourage pupils to act independently as appropriate

Support for teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide photocopying, filing, collecting money.

Role Description

Support for the curriculum

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for school

- To promote the ethos of the Griffin School Trust
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person.
- 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 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 lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Please note, references will be sought, and an online check completed for all shortlisted candidates prior to the interview.

Sport, the arts and clubs

Budding athletes will achieve at Perry Wood, in our extensive grounds and two indoor PE spaces. We regularly compete in local sporting competitions and welcome professional coaches to our school to ensure children have the best possible sporting provision. In addition to PE lessons, our professional coaches also run lunchtime activities and after school clubs, ensuring being active is part of the daily diet of Perry Wood children. The Griffin Sports Festival is a highlight of the autumn term, encouraging all pupils to engage in sport and reap the benefits of an active lifestyle.

We are also very proud of our arts provision. Regularly working in collaboration with professional artists of all styles means that Perry Wood pupils are able to experience high quality arts education. Performances and showcases are regular calendar events for our children, sharing their talents both locally and nationally. Our love of the arts is celebrated during our annual Griffin Arts Festival in the summer term, with a two-week extravaganza of all things artistic!

Do you have a talent in any of these areas? We can provide opportunities for you to share these talents with the Children of Perry Wood. Teach what you enjoy and be excited about inspiring Perry Wood children.

Person Specification

Perry Wood exists to provide a rich and balanced educational environment, which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Qualifications

Essential

- GCSE grade C and above in English and Maths
- Child care qualification (NVQ or equivalent)
- Applications from Graduates welcome

Desirable

- First Aid Training
- Team teach training
- Safeguarding knowledge/training

This is a great opportunity to begin a career in the teaching profession.

Person Specification

Experience, Skills and Knowledge

Essential

- Experience of working with, or caring for children
- Good ICT Skills
- Experience of working within a school environment

Desirable

- Knowledge of access equipment for primary age children

Work Related Personal Qualities

Essential

- Ability to work constructively as part of a team
- A good range of communication skills
- Ability to follow instructions
- Commitment to promoting and safeguarding the welfare of children
- Good time keeping and high attendance
- Honest and Trust Worthy

Desirable

- Ability to provide artistic/musical or creative input

Please complete an application form, this must include email addresses and direct/mobile phone numbers of two professional referees, making clear in what capacity they know you. This must be submitted along with your Supporting Statement to complete your application.

Please ensure your supporting statement outlines your experiences and how you feel you would be a good fit for this role. We are keen to know specific things about you including your areas of strength and interest within the Primary curriculum and how you see your- self in relation to the school's vision. Please note that a generic statement will not be considered.

Please ensure your application form contains no chronological gaps and has full and accurate information.

Perry Wood Primary and Nursery School is committed to recruiting with care and safeguarding the welfare of children and young people; we expect all staff and volunteers to share this commitment. All posts are subject to an Enhanced Disclosure application to the Disclosure and Barring Service and check against the ISA barred list for children, plus verification of the right to work in the UK.

Griffin Schools Trust operates an equal opportunities policy.

Address: Perry Wood Primary and Nursery School, St Albans Close, Worcester

Postcode: WR5 1PP

Tel: 01905 354800

Email: head@perrywood.worcs.sch.uk