



Our Lady and St Kenelm RC School



Maternity Cover

Level 3 Teaching Assistant Post in Pre School

(January 2025 – July 2025)

'Bringing out the best in everyone, for the benefit of all, in the Spirit of Christ.'

Are you a fantastic Early Years practitioner who is passionate about supporting children's learning within a quality EYFS provision? If so, we want you to join our team!

The Governors of Our Lady and St Kenelm RC School are seeking to appoint an enthusiastic, hardworking and inspirational learning support practitioner to work at our school in the Early Years Foundation Stage covering a maternity vacancy for 2 terms (January 2025 – July 2025).

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers.

- This job description may be amended at any time, following consultation between the Head Teacher and the member of staff.

Expectations

To be the best, we need to employ the best and our children deserve just that! If you have a strong commitment to delivering high standards of teaching and learning in EYFS then we would like to hear from you.

We are looking for a practitioner who will motivate and inspire our youngest children through quality interactions within enabling and supportive learning environments both indoors and outside.

- Be an outstanding Early Years LSP.
- Have a true passion for Early Years, valuing and supporting every child.
- Have good subject knowledge and understanding of the EYFSP and supporting children with SEND needs or who are disadvantaged.
- Promote outdoor learning within the EYFS.
- Be a loyal team player with excellent communication skills.
- Be committed to our Mission statement to 'bring out the best in the Spirit of Christ'.
- This is an exciting opportunity to join our friendly, community school which is aspiring to be outstanding and play a pivotal role in contributing to our children's well being and their educational progress.

Support for the Pupil

- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet specific individual needs whilst supporting access to learning activities.
- Establish good working relationships with pupils, acting as a role model
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance and direction of the teacher.

Support for the team

- Support teaching and learning and papering for this (which includes before and after school).
- Provide clerical and/or administration support (e.g. photocopying, typing, filing, etc.).
- Maintain a stimulating and safe learning environment both inside and outside by organising and managing physical teaching space e.g. creative displays exhibiting children's work, and resources in accordance with lesson planning
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Promote excellent pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers.

Support for the curriculum

- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and EAL (English as an additional language).
- Undertake structured and agreed learning activities or programmes, taking in to account pupil-learning styles
- Undertake intervention programmes such as Read, Write Inc., marking, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Lead whole class teaching and learning in own or any class in the event of teacher sickness or to cover PPA.
- 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 community

- Celebrate and uphold the Catholic faith, beliefs and virtues of our school.
- Contribute to the school Mission, Gospel Virtues, ethos, aims and improvement plans
- Have proper and professional regard for the ethos, policies and practices of Our Lady and St Kenelm RC Primary School. Be especially aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and respect the role of other professionals, demonstrating positive attitudes, values and behaviours that develop and sustain effective relationships with the school community.
- Share responsibility for ensuring personal knowledge and understanding is relevant and up to date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Attendance at relevant meetings and participation in training and other learning activities are required.
- Accompany teaching staff and pupils on visits and out of school activities as required.

The post holder may be reasonably expected to undertake other duties appropriate with the level of responsibility that may be allocated from time to time.

Our Lady and St Kenelm is committed to safeguarding and promoting the welfare of children and young people and therefore the post is subject to an enhanced DBS statement.

We also conduct online searches for all posts in line with guidance from KCSIE 2024. Online searches are not part of the shortlisting process itself and candidates will have a chance to address any issues of concern that come up during the search at interview.

Visits are warmly welcomed and encouraged to look around our wonderful school. Please ring or email for an appointment: **01384 816880** info@our-lady.dudley.sch.uk

Hours of work: 35hrs per week **for 2 terms**
Annual Salary (39 WKS): £18,566.41

Application forms and further information are available on the school website:

Closing date: **Monday 4th November @ 12noon**

Whole class lesson observations: **Monday 11th November** (Times TBC)

Interviews for successful candidates: **Wednesday 13th November**

Start Date: **Monday 6th January 2025**

End Date: **Friday 18th July 2025**



Requirements for Level 3 Teaching Assistant

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in the Spirit of Christ.'*



Aspect	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> NVQ Level 3 Qualification in Early Years and Child Care or equivalent. 	<ul style="list-style-type: none"> Be a practising Catholic
Knowledge and understanding	<p>The Level 3 TA should have knowledge and understanding of:</p> <ul style="list-style-type: none"> support mechanisms for teaching staff; the National Curriculum structure; have awareness of policies and procedures relating to child protection, health and safety, equal opportunities, confidentiality. 	<p>In addition, the Level 3 TA might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> the different ways in which children learn; behaviour-management strategies;
Skills	<p>The Level 3 TA will be able to:</p> <ul style="list-style-type: none"> contribute to a range of teaching, learning and pastoral activities; plan, monitor and assess; take responsibility, with minimum supervision, for delivering work programmes over an extended period to groups of children with complex needs; demonstrate good communication skills both written and spoken; demonstrate good ICT skills; work independently and as part of a team, showing excellent initiative. 	<ul style="list-style-type: none"> Have experience of delivering teaching and learning to a whole class. Have experience of delivering the Read, Write Inc. phonics programme.
Personal Qualities	<ul style="list-style-type: none"> Celebrates and uphold the Catholic faith, beliefs and virtues of our school. High regard for safeguarding and children's holistic welfare. 	

	<ul style="list-style-type: none"> • Approachable and fun • Committed and resilient, working to find solutions to challenge when they arise. • Empathetic • Enthusiastic and passionate • Organised, approachable and adaptable • Patient and positive • Resourceful • Ability to adapt to a variety of situations. • Conscientious attitude to work. • Punctual • Team player, going above and beyond to support the needs of the class teacher, children and school. • Calm under pressure. • Maintains confidentiality. • Enthusiastic and fun. • Brings out the best in themselves and others. 	
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Essential characteristics will be assessed at the short-listing stage.

Desirable will be taken into account at short-listing and also explored with short-listed candidates at their interview – if appropriate.

Candidates who fulfil all essential and the most desirable will be called for interview.