



Somers Park

Primary School

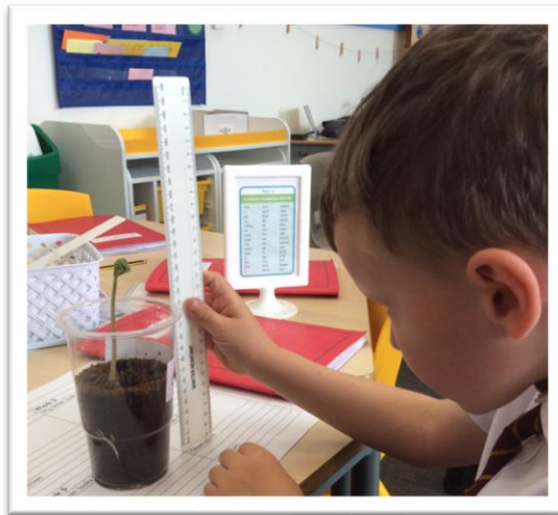


**Grade 2 and 4
Teaching Assistant and
PPA cover TA
Recruitment Pack
March 2023**



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Somers Park Primary School From the Headteacher

Dear Applicant,

Thank you for your interest in the post of **teaching assistant and PPA cover teaching assistant** at our school. The post will initially be at our Somers Park site.

We are looking to appoint a full-time permanent teaching assistant to join our staff. We are seeking a new member of staff who is able to support the learning and development of the pupils across our school alongside 1 day a week PPA cover of classes. The post will initially be in Upper Key Stage 2.

The vacancy available:

- **Full time, permanent teaching assistant- 29.5 hours**
 - **Grade 4- PPA cover- 1 day a week- 7.25 hours**
 - **Grade 2- 4 days a week- 22 hours**

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.

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 Monday 17th April 2023. Applicants will be invited to interview via email following shortlisting on this date, with the interview date planned for Thursday 20th April, 2023.

We look forward to receiving your application.

Yours faithfully,

Mr Chris Hansen
Headteacher



Somers Park Primary School Job advertisement

Teaching Assistant and PPA cover Teaching Assistant Grade 2 and Grade 4

29.5 hours per week (term time only). Permanent.

Start date: as soon as possible








Salary: 22 hours- Grade 2. Point 5-6

7.25 hours- Grade 4. Point 19-22







Salary: £16,062 per annum pro rata

Somers Park promotes the highest standards for all of our children as we strive to develop critical thinkers who love learning. We are looking for a teaching assistant to join our happy and successful team.

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

-  loves working with children!
-  is able to cover a class for a planned day every week with the support of the class teacher.
-  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



























Please contact our recruitment coordinator, Claire Evans, in the school office on 01684 572949 or via email cevans@metacademies.org.uk for further details or to request an application pack.

Closing date: Monday 17th April 2023, 9am.

Interviews: Thursday 20th April, 2023

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, or other relevant qualification in nursery work or childcare or willingness to work towards a qualification if not already held  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: Teaching Assistant

Pay spine: Grade 2 and Grade 4

Reporting to: Class teacher; SLT; Headteacher

Job purpose:

- To work with class teachers to raise the learning and attainment of pupils
- To Promote pupils' independence, self-esteem and social inclusion
- To give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- To contribute to the safeguarding and protection of all pupils
- To support teaching and learning by leading classes for planned PPA cover.

Duties and responsibilities:

Teaching and learning

- 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 disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under supervision) for planned PPA days

Planning

- 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
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Special Conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

Signed(Postholder)

Date

Signed(Executive Headteacher)

Date

*for and on behalf of Somers Park Primary School
and Mercian Educational Trust*

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, 2, 3 and 4 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.

Primary Schools in Tanzania 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	576 (including 43 Nursery children)
Number of classes	21 (including Pre-school and Nursery)
Average class size (primary)	29
Last Ofsted Inspection	July 2022- Good, with Outstanding judgements for Personal Development and Early Years
% eligible for Pupil Premium Funding	15%
% of children with SEN	11%
% of children with EAL	3%