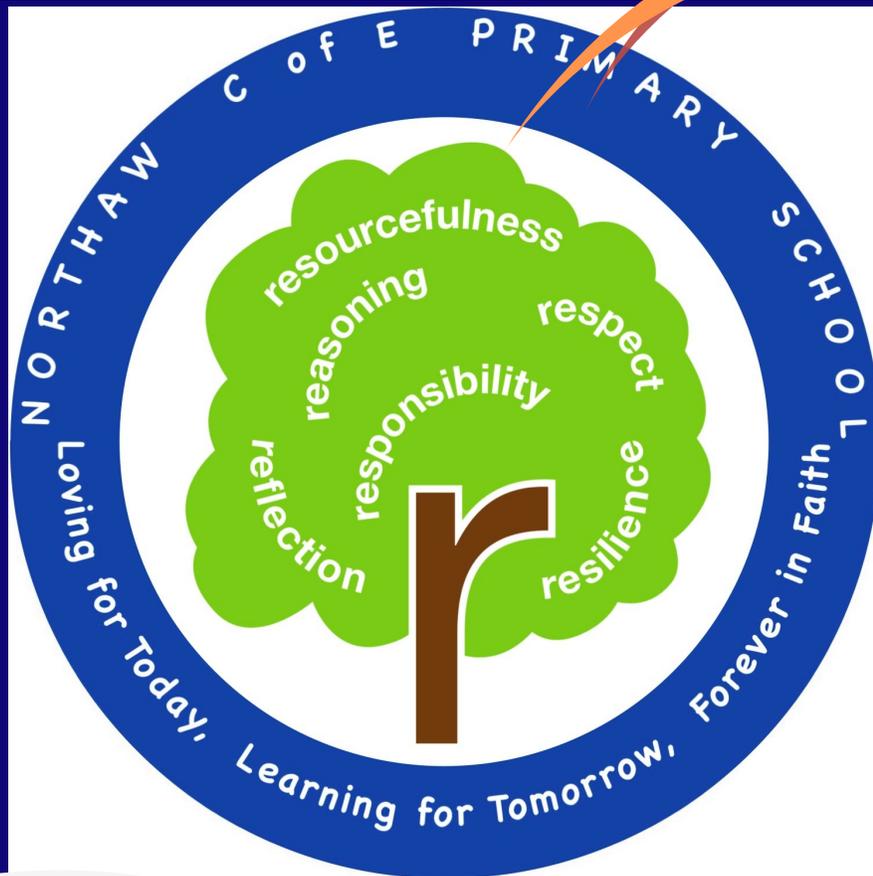


# NORTHAW CHURCH OF ENGLAND PRIMARY SCHOOL RECRUITMENT PACK—TEACHING ASSISTANT



Loving for Today  
Learning for Tomorrow  
Forever in Faith

Northaw CE Primary School  
Vineyards Road  
Northaw  
Potters Bar  
Herts  
Tel: 01707 652869  
Email: [admin@northaw.herts.sch.uk](mailto:admin@northaw.herts.sch.uk)



## Teaching Assistant

This Recruitment pack includes the following documents:

Appointment Timetable

Job Description

Person Specification

Loving for To-  
day

Learning for

Tomorrow

Forever in

Faith

Northaw Church of England Primary is a small, thriving school set in the heart of rural Hertfordshire.

Here at Northaw, we pride ourselves on maintaining the Christian aims and ethos of our school.

We believe in the right of each pupil to an education which will allow them to flourish in all aspects of life. It is how we make that journey a happy and rewarding experience for each pupil that sets us apart.

We have a strong commitment to the traditional values of courtesy and respect not only for our pupils, but also for their environment and the society in which they live.

Our staff provide excellent role models by demonstrating care for the pupils and for each other.

An excellent opportunity has arisen for an experienced, empathetic, innovative and collaborative teaching assistant to join our team in KS1.

This role gives the successful candidate the opportunity to continue to shape and enhance the excellent provision that is already in place, helping and supporting pupils to build upon their skills and aspirations whilst also nurturing their social, pastoral and emotional development.



## **JOB DESCRIPTION**

### **Pay grade (Outer Fringe)**

H1 £18,516 – H2 £18,887 FTE- prorata to 32.5 hrs term time only  
(subject to experience)

### **Hours**

Full time, term time only

### **Purpose of the role:**

To work with teachers as part of a professional team to support teaching and learning for KS1 pupils. With additional focus on delivering teaching and learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

### **Responsibilities:**

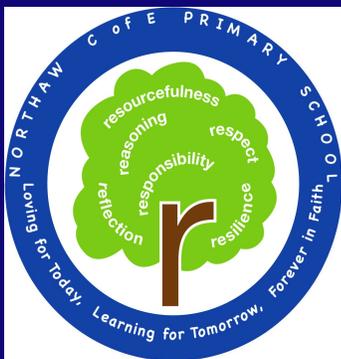
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- To provide 1:1 teaching and learning support, where necessary.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, under the direction of the teacher.
- Understand and support independent learning and inclusion of all pupils as required.



## JOB DESCRIPTION

Teachings Assistants in this role may also undertake some or all of the following:

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic IT
- Undertake moving and handling activities as required.



For more information about our school please look at our school website:

[www.northawschool.org](http://www.northawschool.org)



## PERSON SPECIFICATION

### ALL ESSENTIAL UNLESS OTHERWISE STATED

#### Qualifications

- NVQ level 1 (or equivalent)

#### Knowledge and Experience

- Knowledge and experience of working with SEND pupils
- Basic knowledge of ICT
- Awareness of Health, wellbeing and safety
- Awareness of keeping children safe
- Awareness of Data protection and confidentiality
- First Aid
- Understanding of the Schools ethos and values

#### Competencies

- Communication (written and verbal)
- Problem Solving
- Team working
- Active Listening
- Motivation
- Resilience
- Sensitivity

#### Professional Ethos and Commitment

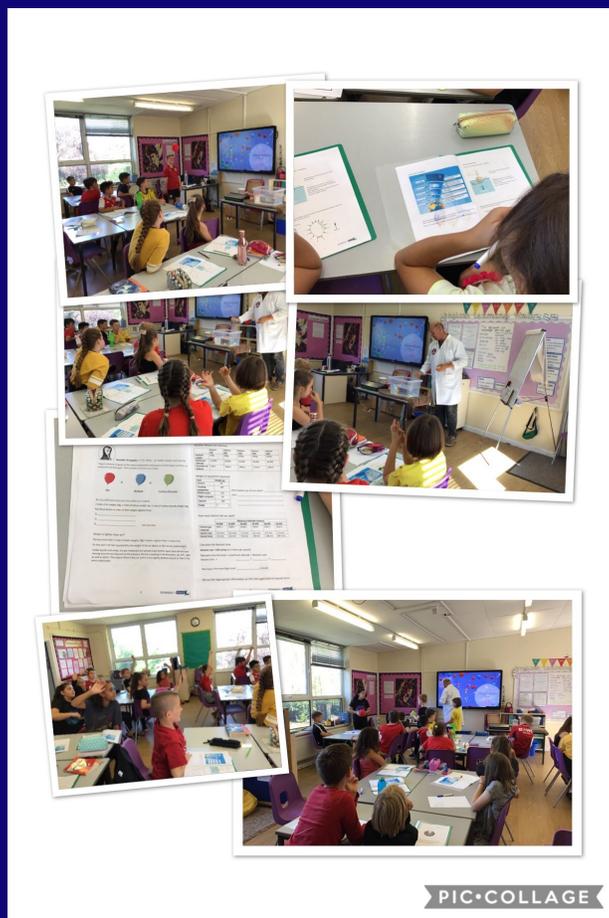
- A commitment to the Christian values and ethos of our Church of England school
- Some understanding of the SEND Code of practice and its implications
- A strong commitment to meet the learning and emotional needs of every child
- A commitment to safeguarding and child protection
- High expectations for self and others and a strong commitment to raising achievements
- Willingness to become involved in all aspects of school life e.g. lunch duties (DESIRABLE)

## PERSON SPECIFICATION

### ALL ESSENTIAL UNLESS OTHERWISE STATED

#### Personal Qualities

- An innate ability to demonstrate a caring and nurturing attitude whilst maintaining professional boundaries
- Excellent interpersonal skills, resilience and tact
- Ability to set and work to deadlines
- Ability to remain positive in challenging situations and retain a sense of humour
- Be committed to own personal development, whole school development and the raising of standards
- A commitment to develop personal qualities and professional qualifications



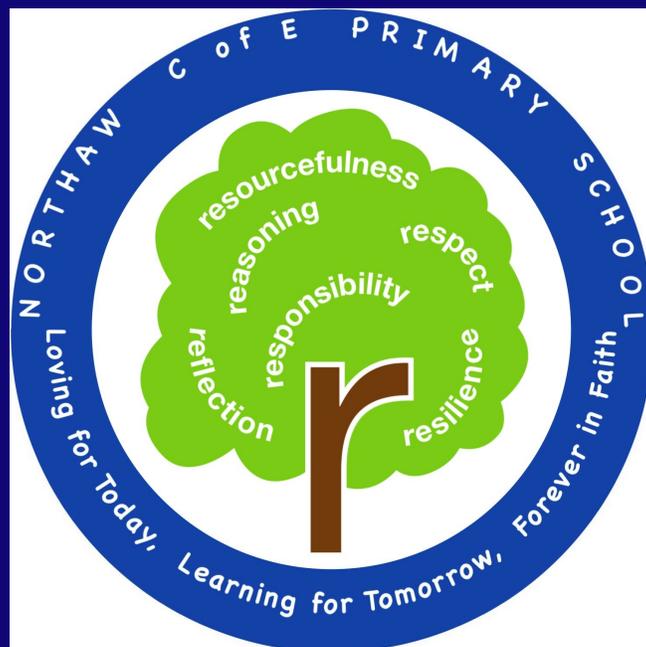
*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

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Closing Date:	5pm 25th September '22
Short listing Meeting:	26th September '22
Interviews:	w/c 26th September '22
Appointment to Commence:	31st October '22



## **APPLICATION METHOD**

Apply via Teach In Herts (<https://www.teachinherts.com>)

If you have not heard anything by 26th September '22 then please assume your application has not been successful.

For further information about this role please email [head@northaw.herts.sch.uk](mailto:head@northaw.herts.sch.uk).

Alternatively please call 01707 652869.

## **SCHOOL VISITS**

Interested applicants are encouraged to make an appointment to visit the school. Please telephone 01707 652869 to book your visit.

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