



Level 2 Teaching Assistant  
1-1 SEN Support

# Application Pack

Berrybrook Primary School

**Together We Succeed**

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1-1 SEN Support  
Application Pack

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# About Our Trust



With the intention to seek more autonomy and control over the school budget and services, Perry Hall Primary School converted to an academy on the 1<sup>st</sup> of July 2013.

At the same time, Perry Hall was delivering school to school support to Berrybrook Primary following a subsequent request from their local governing body, who later in April 2014 joined the trust, officially making it Perry Multi-Academy Trust (MAT).

Since then, PHMAT has welcomed seven addition schools, creating a nine school, primary only MAT over three local authorities.

The management of the MAT is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

## Our Vision

### **Our Purpose:**

*We aim to improve the outcomes for all children across our Multi-Academy Trust regardless of their starting points*

### **This is achieved for all our children by:**

- A world class educational experience that will deliver better life chances;
- Ensuring that all children regardless of their starting points achieve above national expectations, and the proportion of pupils making better than expected progress is in line with national expectations;
- Ensuring that children in our schools have the added value and opportunities in curriculum design through partnership with commerce and business;
- Making sure the families surrounding our children have access to the best possible education opportunities for their children;
- Inspiration from excellent role models who are leaders in their academies;
- Celebrating success of all adults and children.

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# About Berrybrook Primary School



## Where 'Everyone Matters'

At Berrybrook, we pride ourselves on being a caring school with a warm and rich environment which ensures that our children and community are at the centre of everything that we do.

All our dedicated and inspirational staff strive to provide a curriculum which enables all children to learn the skills they need to excel in an ever developing and diverse world. This is ensured by including as many real-life experiences in the curriculum as possible and by teaching the children why the skills and knowledge they are learning will be important in their lives: helping the children to find and develop their aspirations for the future.

Throughout their time at Berrybrook, our children learn and live by the school core values. These core values help the children to understand what it is to be a good citizen and a lifelong learner.



Our recent Ofsted inspection, in October 2022, confirmed that we 'continue to be a good school'. Berrybrook Primary School is a one form entry school in Wolverhampton, with around 60% of pupils in receipt of Pupil Premium Funding, and is part of Perry Hall Multi-Academy Trust.

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# Job Description

## Main Purpose of the Job

- To work under the instruction of the class teacher and provide general basic help and support
- To support access to learning by undertaking a range of practical duties within the classroom including physical care of the children as appropriate.
- To work with groups and classes
- To assist the teacher in management of pupils and the classroom.
- To carry out, under reasonable direction of the Head of School, the appropriate duties of a Teaching Assistant.

## 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
- Provide feedback to pupils in relation to progress and achievement under guidance of teacher
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Help with the care and support of pupils, both individual and groups.
- 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
- Assist pupils with dressing/changing for activities
- Encourage the children to act independently as appropriate
- Encourage children to interact with others and engaged in activities
- Ensure children to understand instructions
- Support children in using basic ICT as directed
- Routine support for pupils with literacy and numeracy skills

## Support For Teacher/Curriculum

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plan
- Display and present children's work as directed
- 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 teacher on pupils achievement, progress problems etc.

- Prepare and organise teaching resources including the checking and maintaining of teaching and learning equipment and materials including control of stock within the classroom
- Report behaviour difficulties appropriately and support the teacher in basic management of pupil behaviour.
- Undertake duties on a rota basis during mid morning and mid afternoon breaks
- Accompany staff and children on visits and trips as required and take responsibility for a group under the supervision of a teacher.
- Gather information from parents/carers as directed.
- Provide general clerical support e.g. photocopying, collecting money
- Routine support for pupils to access the curriculum
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Undertake pupil record keeping
- Gather/ report information from and to parents as directed
- Attend and participate in relevant meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

### **Support to the School**

- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Contribute to the development and maintenance of the school policies.
- Participate in working groups on curriculum matters.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings and training.
- Participate in training and other learning activities as required.
- Undertake planned supervision of pupils.
- Provide cover supervision for a group, under the direction and control of the Head of School or other designated member of staff.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

### **Other**

- To carry out any other duties as directed by the Head of School

### **Safeguarding**

Everyone who works within the Trust schools has the responsibility for promoting the safeguarding and welfare of children.

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## **Commitment to Safeguarding Children**

- To ensure awareness of school policy and procedures re Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses required.
- To ensure that Level 1 safeguarding training is completed
- To report all causes for concern to the Child Protection Lead
- To ensure the safety of all children in the school learning environment both indoor and outdoor.
- To carry out appropriate risk assessments prior to activities.

## **Other**

- To carried out any other duties as directed by the Head



# Personal Specification

This acts as selection criteria and gives an outline of the type of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates

	Essential	Desirable
<b>Qualifications and experience</b>	Level 3 Diploma in Childcare in Education (formerly known as NNEB Diploma in Nursery Nursing)  OR  NVQ level 4, Childcare in Education, City and Guilds Advanced Certificate in Learning Support  OR  Two years minimum satisfactory experience as a TA, with evidence of INSET undertaken	Experience of working with children who have a wide variety of educational needs       Experience of working with children with Special Educational Needs.
<b>Knowledge and understanding</b>	The Level 2 TA should have knowledge and understanding of:  how children develop;  how to support children in literacy and numeracy;  supporting children with specific Special Educational Needs;  how children learn and how to motivate them.	



<b>Skills</b>	<p>The Level 2 TA will be able to:</p> <ul style="list-style-type: none"> <li>work with an individual or a group;</li> <li>reinforce teaching points during teacher input;</li> <li>clear up misunderstandings and sort out misconceptions;</li> <li>teach new concepts as agreed with the class teacher;</li> <li>model acceptable behaviour;</li> <li>provide strategies for spelling, reading, number skills;</li> <li>extend children's thinking skills;</li> <li>assess children's understanding of text and reading skills;</li> <li>assess children's understanding of maths concepts;</li> <li>discuss with children their understanding of learning objectives;</li> <li>suggest ways of developing learning;</li> <li>encourage good social skills;</li> <li>update assessments and Individual Education Programmes;</li> <li>liaise with the SENCO and outside agencies;</li> <li>take an active involvement in medium-term planning.</li> </ul>	<p>In addition, the Level 2 TA might also be able to:</p> <ul style="list-style-type: none"> <li>provide support to less experienced TAs.</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>Calmness</li> <li>Confidentiality</li> <li>Empathy</li> <li>Enthusiasm</li> <li>Flexibility</li> <li>Initiative</li> </ul>	
<b>Other work requirements</b>	<ul style="list-style-type: none"> <li>Patient and resilient</li> <li>Willing to attend evening meetings as required</li> </ul>	

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to;

- I. Equal Opportunities
- II. Health and Safety
- III. Data Protection Act (1984 & 1998)
- IV. Code of Conduct

# Post Information

**Salary:** Grade 3, Points 4-6 (FTE £21,189 - £21,968 PA), actual salary £15,602-£16,176 PA.

**Closing Date:** Thursday 2<sup>nd</sup> February 2023 at noon

**Start Date:** As soon as possible

## Visits to the school:

Applicants are encouraged to visit our academy before applying. To arrange a visit, please contact Kerry Wildman [k.wildman@perryhallmat.co.uk](mailto:k.wildman@perryhallmat.co.uk) or on 01902 921152.

## Applying:

Please complete our application form which can be found on the Wolverhampton Council website – [www.wolverhampton.gov.uk/jobs](http://www.wolverhampton.gov.uk/jobs) and submit by email to [k.wildman@perryhallmat.co.uk](mailto:k.wildman@perryhallmat.co.uk).

# Contact Details

## Address

Berrybrook Primary School  
Greenacres Avenue  
Wolverhampton  
WV10 8NZ

## Call

01902 921152

## Email

[berrybrookprimary.groupemail@wolverhampton.gov.uk](mailto:berrybrookprimary.groupemail@wolverhampton.gov.uk)

## Visit

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



Perry Hall Multi-Academy Trust  
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Wolverhampton  
WV1 9DB

[www.perryhallmat.co.uk](http://www.perryhallmat.co.uk)

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