

ALDER COPPICE PRIMARY SCHOOL

Achievement through Commitment



**RECRUITMENT PACK
FOR 2 TEACHING
ASSISTANTS**

Required for Summer Term 2023 (17 April 2023)

Closing date: 9am Monday 20 March 2023

ALDER COPPICE PRIMARY SCHOOL

Achievement through Commitment

*Northway ~ Sedgley ~ Dudley ~ West Midlands ~ DY3 3PS
(01384 - 816610)
NOR – 440*

2 TEACHING ASSISTANTS

**Level 2
32.5 hrs per week**

We wish to appoint 2 Teaching Assistants, to join this successful primary school, one to work in Key Stage 1 and one for Key Stage 2. The successful candidates will be enthusiastic, committed professionals, who, ideally, have had successful experience working as Teaching Assistants within a primary school setting.

This is an exciting opportunity to work in a school that is committed to achievement for all its pupils and ongoing professional development for staff.

We are looking for candidates who are:-

- ❖ Excellent practitioners with high expectations;
- ❖ Experienced at working with children with a variety of needs;
- ❖ Experienced at working within either Key Stage 1 and/or Key Stage 2;
- ❖ Successful in using strategies to raise standards;
- ❖ Inspirational and creative;
- ❖ Committed to continuous school improvement.

In return we offer:-

- ❖ Commitment to your professional development;
- ❖ A hard-working and supportive staff team.

There is an opportunity to visit the School on Wednesday 8 March at 2.15pm. To book a place, or if you have any questions about the post please email Miss H Rose (SENCO) via Hrose@alder.dudley.sch.uk

Application packs can be downloaded from the School Website www.alder.dudley.sch.uk.

Closing date for applications: 9am Monday 20 March 2023.

Alder Coppice Primary School operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Information about the School

Alder Coppice Primary School was built in 1967 and is situated in a pleasant part of Sedgley about a mile north-west of the town centre on the Northway Estate.



It was originally two separate infant and junior schools (5–7 and 7–11 respectively), with a nursery unit being added in the 1970s around the same time that the infant and junior schools became first and middle schools in September 1972. However, the first and middle schools merged to form a primary school in September 1988, and the two departments reverted to infant and junior in September 1990 when the age of secondary transfer was reduced from 12 to 11.

Alder Coppice Primary School is a two form entry primary school and nursery with a standard admission number of 60 children. There are approximately 440 children on roll. The School is a Foundation School, having previously been Grant Maintained, and is within the Dudley Local Authority.

The School is accommodated in two buildings, separated by an internal service road. Both buildings have a hall, a library and offices. The Lower School building consists of the Foundation Stage and Key Stage 1 classes, a series of small group teaching and meeting rooms. The Upper School building houses all of the Key Stage 2 classes and the Staff Room. There is one mobile classroom and spacious grounds which contain four play areas and a playing field.

Alder Coppice Primary School operates a safe recruitment process and appointment to all posts will be subject to suitable references and an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Mission Statement

EMBEDDING EXCELLENCE

Every Lesson Counts

Lessons planned and delivered with attention to detail to ensure pupil progression.

Pupil Progress =

One year of visible learning progress for one year of input, regardless of academic achievement when they begin.

Vision Statement

A school renowned and acknowledged for its focus on all aspects of pupil development and excellent teaching, for the quality of learning delivered through an exciting and stimulating curriculum, based on high expectations of all.

Ethos Statement

We respect each other, expect our best and learn in a happy school.

Our Values

Respect - Responsibility - Honesty - Caring - Consideration

Respect & Responsibility Code

Stay Safe - Be Kind - Work Hard

Information about the Posts

Information about the Post

Thank you for your interest in the posts of **Teaching Assistant (Level 2)** at Alder Coppice Primary School. We are, ideally, looking for experienced Teaching Assistants, who have previously worked in Key Stage 1/Key Stage 2.

The Role

This post is initially to provide support in either Key Stage 1 or Key Stage 2

The duties of the post may involve:-

- Supporting learning within the class;
- Working with individuals and groups both within the class and on a withdrawal basis;
- Record keeping and compiling assessment information;
- Delivering intervention programmes.
- Providing supervision at break and lunch-times.

Hours:

Monday – Friday	8.30am – 3.30pm
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Both posts are for 32.5 hours and are to be worked as above (30 minute unpaid lunch break per day).

Visits and Further Information

There is an opportunity to visit the School on Wednesday 8 March at 2.15pm. To book a place, or if you have any questions about the post please email Miss H Rose (SENCO) via HRose@alder.dudley.sch.uk

Application Process

Please complete the School's Application Form and include a separate Supporting Statement, which should outline:

- >how you would approach this role;
- >how your experience to date will enable you to fulfil this role as detailed in the job description.

Application forms, together with Supporting Statements should be returned to the Headteacher's PA via, HRose@alder.dudley.sch.uk by **9am Monday 20 March 2023**.

Please note that as a Foundation School we have our own Application Form (included on the School Website).

Please note that this Form is different to the standard Local Authority one.

Please make sure that you use the School Form when applying as we will not consider any other application forms.

Interviews

It is intended that interviews will be held before Friday 31 March 2023, so if you have not been contacted by this date we thank you for your application, but regret that you have not been successful on this occasion.

Thank you for your interest and we look forward to receiving your application.

Sample Job Description

TEACHING ASSISTANT

Level 2

1. Context

To contribute to the development of a strong, effective school with an emphasis on aspiration and attainment, delivered through strong classroom practice and a firmly held and demonstrated belief in the role of the School in developing citizens for the future. All staff will be committed to providing children with high quality education and care. Staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all pupils and to the development of the School's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Vision for the School will be reflected in its ethos, which will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

2. Job Purpose

To work with pupils, as directed by the Headteacher, to support their learning, social and emotional development to help them achieve their full potential. To assist teachers in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

3. Specific Duties and Responsibilities - Support for Pupils

3.1 To promote pupils' development in a safe, secure, challenging environment.

3.2 To have regard for the safety and well-being of the pupil at all times.

3.3 To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.

3.4 To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible.

3.5 To participate in pupils' play and extend and stimulate language through conversation.

3.6 To focus on individual pupils to ensure their needs are being met within the group.

3.7 To encourage inclusion within the classroom.

3.8 To display pupils' work to reflect their achievement.

3.9 To encourage pupils to interact with others and engage in activities led by the teacher.

3.10 To assist in the supervision of pupils on visits.

4. Specific Duties and Responsibilities - Support for Teachers

- 4.1 To liaise with teachers regarding the daily/weekly programme of activities and events.
- 4.2 To work with other staff delivering LSPs (Learning Support Plans)
- 4.3 To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom.
- 4.4 To gather information from parents/carers as requested.
- 4.5 To assist parents working in schools.
- 4.6 To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- 4.7 To support pupil assessment and record keeping as required.
- 4.8 To provide clerical support e.g. photocopying. filing, receiving and collection of money.
- 4.9 To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self-control and independence.

5. Specific Duties and Responsibilities - Support for the School

- 5.1 To work alongside other professionals in assessing children's progress/needs.
- 5.2 To attend appropriate staff professional development meetings as required.
- 5.3 To supervise pupils during play-times and/or when required.
- 5.4 To work as a member of the staff team in all relevant activities.
- 5.5 To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the School, promoting the ethos of the School.
- 5.6 To be aware of all Health & Safety issues
- 5.7 To be a proactive member of the school and class team

6. Specific Duties and Responsibilities - Support for the Curriculum

- 6.1 To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies.
- 6.2 To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use.
- 6.3 To set out, prepare and maintain equipment, indoors and outdoors.

7. Main Duties

The specific duties will be reviewed at least annually and maybe reviewed termly. The Headteacher and SENCO are responsible for the allocation of duties and timetable.

To work under the direction of the assigned class teachers to support the learning of children in The Foundation Stage.

Be prepared to organise Intervention groups to support groups of children as required.

To meet/liaise regularly with the class teacher to discuss planned work.

To discuss the children's progress or difficulties, as appropriate, with:

- The class teacher;
- SENCO;
- The Headteacher;
- Appropriate outside agencies.

Contribute, as required, to the Annual Review for the child with a statement of Special Educational Needs.

8. Other

To administer (if trained) simple first aid as required and record any details or injuries and treatment as required.

- a. Undertake play-time/lunch-time duties as required.
- b. To assist with intervention programmes as required.

9. Additional Duties

To undertake any other additional duties as reasonably required by the Headteacher.

10. Performance Management

To participate in the School's Performance Management system.

You must be aware of and comply with policies and procedures relating to child protection, health, safety and security, and data protection, reporting all concerns to an appropriate person.

11. General Data Protection Regulations (GDPR)

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations.

12. Health & Safety

Everyone in the School shares the responsibility for Health & Safety.

All staff must be mindful of the School's Health & Safety procedures and relevant policies when carrying out their day-to-day duties and responsibilities. Any concerns should be addressed or reported immediately to the Headteacher's PA or Site Manager.

13. Safeguarding & Child Protection

In accordance with the School's commitment to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people. You are required to have satisfactory Enhanced DBS clearance.

14. Confidentiality

To treat appropriate discussions and information received during the course of the job as confidential.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Alder Coppice Primary School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

15. Statement of Accountability

You are accountable to your Line Manager and the Headteacher for your work in the School.

16. Working Hours

Term Time + INSET Days.

INSET days that require attendance as part of your working pattern and role to be discussed and agreed with the Headteacher.

17. Review

This job description will be reviewed. In addition, it may be amended at any time after consultation with you.

Signed _____ Teaching Assistant

Signed _____ Line Manager

Date _____

Job Specification

Attributes	Essential	Desirable	Evidenced Through
Qualifications & Training	GCSE Grade C or above/or equivalent in both English & Maths		Application Form
	NVQ Level 2 for Teaching Assistants	Further relevant qualification e.g. Level 3 for Teaching Assistants	Original documentation (Paper Qualifications)
	Very good numeracy/literacy/IT skills		
		Relevant further CPD relating to supporting children	Application Form
		Relevant further CPD relating to specific special educational needs	Application Form
		First Aid Training	Application Form
		Safeguarding training	Application Form

Attributes	Essential	Desirable	Evidenced Through
Experience	Successful classroom experience as a Teaching Assistant in a school setting.	Successful classroom experience as a Teaching Assistant working in either Key Stage 1 or Key Stage 2.	Application Form
		Experience of delivering interventions	Application Form
		Additional experience across the Early Years Foundation Stage	Application Form
		Experience of delivering Phonics	Application Form
		Experience of delivering Little Wandle Phonics,	Application Form
		Experience of delivering literacy and Maths interventions	Application Form
		Working on a 1-1 level with children who have specific behavioural difficulties.	Application Form
		Working on a 1-1 with children who have significant learning difficulties	Application Form
Attendance & Reliability	Very good attendance and time keeping		Reference
	Professional commitment		Reference
	Professional dress		Reference/Interview

Attributes	Essential	Desirable	Evidenced Through
Professional Knowledge & Skills	<p>An understanding of the requirements of the National Curriculum</p> <p>Ability to use support strategies that will continue to improve achievement and raise standards of attainment</p> <p>An approach which encourages active learning</p> <p>Very good communication skills at all levels</p> <p>Ability to meet deadlines</p>	<p>Experience of supporting knowledge-rich curriculum approaches</p>	<p>Letter of Application Application Form</p> <p>Interview</p> <p>Application Form Letter of Application</p> <p>Interview</p> <p>References Application Form Interview</p>
Personal Qualities & Attributes	<p>Attention to detail</p> <p>The ability to enthuse, inspire and motivate children</p> <p>Excellent self-management skills, including the ability to organise and plan one's own time effectively</p> <p>Ability to establish good and productive working relationships, and work well in a team</p> <p>Flexibility</p> <p>A sense of humour</p>	<p>Ability to be flexible at times of need so that hours of support can be used appropriately e.g. for visits, timetable variations</p>	<p>Application Form Interview</p> <p>Interview References</p> <p>Interview References</p> <p>Interview References</p>

