



# Weetwood One to One Teaching Assistant.

## Recruitment Pack





Dear Applicant

Re: Weetwood One to One Teaching Assistant

Thank you for your interest in our **One to One Teaching Assistant** post at Weetwood Primary School. We are a happy thriving school with a passion for creative teaching, lifelong learning and memorable experiences.

We work closely with our family of schools in Headingley, Kirkstall and the surrounding area and provide holiday clubs for pupils at the surrounding schools. We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can work alongside our class teachers and other support staff to deliver high quality support to a pupil with SEND needs.

This is an exciting opportunity for the successful candidate to develop and build on their experiences and have access to relevant CPD whilst working with a supportive staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTA, who raise considerable funds for the school and have an excellent relationship with the school leadership. In short, Weetwood is an exciting, happy and stimulating place to work, and a good prospect for anyone looking to further their career. I hope that after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Anna Ellison

Headteacher



## **Our Vision and Aims**

**Respecting each other,  
Striving to be our best,  
Learning in a happy school.**

### **At Weetwood Primary School:**

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self-esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all the pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.
- We aim to teach the children the following values to the children throughout their journey at Weetwood.

### **We feel it is our task to identify the needs of pupils and help them to:**

- \* Develop values and attitudes such as self-respect, curiosity, open-mindedness, justice and fairness;
- \* Develop skills for intellectual, physical, emotional and social learning;
- \* Acquire knowledge in a way that encourages concept formation, independent learning and self-assessment;
- \* Be properly equipped with the skills they will need to have control over their own lives and environment, and to be able to take a positive role in the community;
- \* Acquire the skills and knowledge necessary for now and for their future family, community and work roles;
- \* Begin to understand the complex world in which they live;
- \* Become aware of their environment, locally, nationally and globally, of its ecological importance and the influences of human beings upon it;
- \* Appreciate, and develop the confidence to contribute to human achievements;
- \* Value and have confidence in themselves, to care for others and recognise our human interdependence as individuals, groups and nations;
- \* Learn important social skills through interaction with others, thus enabling them to take responsibility for their own actions and become aware that these have an effect on the wider environment.



## **The Application Process**

Interested candidates are welcome to contact Mr Crawford for further information on the post on 0113 3230450 or at [bursar@weetwoodprimary.co.uk](mailto:bursar@weetwoodprimary.co.uk).

Visit our website [www.weetwoodprimary.co.uk](http://www.weetwoodprimary.co.uk) for more information about Weetwood Primary School.

Shortlisted candidates are welcome to visit the school.

### **How do I apply?**

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

### **Supporting information**

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of no longer than one side of A4 detailing your experience and why you are an ideal candidate.

**CVs are not accepted as part of the application process.**

### **Where & when do I need to send my completed application?**

Your completed application form and covering letter should be emailed to [bursar@weetwoodprimary.co.uk](mailto:bursar@weetwoodprimary.co.uk)

**Closing date: 26<sup>th</sup> March 2025**

**Interview Date: 2<sup>nd</sup>/3<sup>rd</sup> April 2025**

**Start Date: W/C 21<sup>st</sup> April 2025**

### **When will I hear if I have been shortlisted?**

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 72 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact the office manager.



## **Vacancy Advert:**

# **One to One Teaching Assistant**

**Salary: A1-B1 NJC Pay Scale £16,745.01 - £17,825.95 Actual Salary (£12.26 per hour - £13.05 per hour) – Depending on experience**

**Contract: Permanent**

**Hours: 31.25 hours Term Time only 8:40am-3:25pm**

**Closing Date: 26<sup>th</sup> March 2025**

**Interviews: 2<sup>nd</sup>/3<sup>rd</sup> April 2025**

**If you are passionate about working with children and families and want to join a kind, caring and nurturing school- this is the job for you!**

Are you looking for an exciting challenge or some experience of working in a school? We are seeking to appoint a **one to one Teaching Assistant** to join our fantastic team and support a pupil with SEND.

### **We are looking for someone who**

- Has experience of working with primary aged children who have a wide range of abilities
- Has experience of delivering IEPs, IBPs and Speech and Language Plans
- Has high expectations of attainment and behaviour
- Has a sense of humour and a love of children
- Is flexible, proactive and has good interpersonal skills

### **What can we offer you?**

- A supportive team of dedicated, friendly staff.
- An opportunity to develop your role through training and working with other experienced practitioners.
- Kind, friendly and enthusiastic children.



## **Enhanced Disclosure:**

Thank you for your interest in this post at Weetwood Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview. If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

**We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.**



## **One to One Teaching Assistant Job Description**

Responsible to: Headteacher/Class teacher/SENCo

Main Job Roles:

### **Pupil Support**

1. To be aware of and respond to the child's individual needs, academic and personal, by providing support, using appropriate strategies and resources and implementing intervention programmes as necessary.
2. To be aware of the child's barriers, progress and achievements and share these with the pupil, the Class teacher, parents and other professionals as necessary.
3. To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
4. To undertake appropriate record keeping and evaluations, reporting to the Class Teacher, Special Needs Coordinator and other professionals as requested.
5. To establish a good relationship with the pupil, acting as a positive role model and a supportive figure.
6. To ensure the pupil is continuously engaged in activities and on task through supervision, encouragement, support and clarification as necessary.
7. To encourage independence and positive self-esteem.
8. To promote the inclusion and acceptance of all individuals.

### **Classroom Support**

1. To supervise and support the pupil, ensuring they are fully accessing the learning and staying safe.
2. To prepare and maintain resources and equipment as needed and assist pupils in their use.
3. To support the Class Teacher in promoting positive behaviour, managing incidents and reporting difficulties as appropriate.
4. To communicate effectively with parents/carers and share information with the Class Teacher as necessary.
5. To accompany Class Teachers and pupils on visits, trips and other out of school activities.



### Whole School Support

1. To be aware of and comply with policies and procedure relating to; child protection, health and safety, security, confidentiality and data protection, and report all concerns to the appropriate person.
2. To contribute to the overall ethos, work and aims of the school.
3. To appreciate and support the role of other professionals in school and from outside agencies.
4. To attend relevant meetings as required.
5. To participate in training and other CPD opportunities and Performance Management as required.
6. To assist with the supervision of pupils out of lesson times including playtimes and lunchtimes.
7. To carry out any other reasonable duties or tasks as directed by the Headteacher, following discussions with the staff concerned.





## Key Skills

Essential Criteria	Desirable:
<p><b>Skills</b></p> <p>Good numeracy/literacy/ communication skills</p> <p>Use basic technology – computer, video, photocopier</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p>	<p>GCSE Maths and English</p>
<p><b>Knowledge and understanding</b></p> <p>Working with or caring for children of relevant age</p> <p>Understanding relevant roles and responsibilities and your own position within these</p> <p>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</p>	<p>Appropriate knowledge of first aid</p>
<p><b>Qualifications &amp; Training</b></p> <p>Participate in development and training opportunities</p>	<p>Completion of DfES Teacher Assistant Induction Programme</p>
<p><b>Other conditions</b></p> <ul style="list-style-type: none"> <li>• Holder of an Enhanced DBS</li> <li>• Willingness to contribute to the wider success of school</li> <li>• Ability to be flexible in order to ensure service delivery</li> </ul>	