



**Somers Park Primary School**  
Part of the Mercian Educational Trust

**SEND Teaching Assistant**

**January 2025**

**Closing Date: Monday 10<sup>th</sup> February**



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## Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant at our school, Somers Park, part of the Mercian Educational Trust (MET).

Are you passionate about making a difference and helping to improve the learning opportunities for our children? Are you personable and good-humoured? Can you build excellent relationships with pupils, parents and colleagues?

We are seeking a dedicated and compassionate Teaching Assistant to join our team.

13.333 hours- 4 mornings- fixed-term, 1:1 SEND support for an individual child; it is expected this will be initially be on our Somers Park site, in Year 4.

- The start date is **as soon as possible**.

If you want to learn more about our school, you may choose to view our website [www.somersparkschool.org.uk](http://www.somersparkschool.org.uk) or visit the school. We look forward to receiving your application.

Yours faithfully,

Mr Chris Hansen



## Are you the Teaching Assistant we are looking for?

Are you someone who holds the children at the centre of everything you do?

Are you able to make children think, use high quality questioning and promote a thirst for Knowledge?

Are you able to provide flexible, effective support in the classroom and help create an environment for children to thrive?



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## What does it mean to be a Teaching Assistant at Somers Park?

- ☀ Somers Park Teaching Assistants are highly motivated and have a strong understanding of how children learn. They have high expectations of all children in every aspect of school life and are committed to safeguarding and well-being.
- ☀ Somers Park Teaching Assistants are positive people, committed to the school's vision and values, and ultimately, the children in our school.
- ☀ Somers Park Teaching Assistants know how to communicate effectively with children and young people. They have empathy and calmness when communicating with children with challenging behaviours and are committed to the school's Trauma Informed approach.





## The Recruitment Process

**Closing Date: Monday 10<sup>th</sup> February 9am.**

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](#). Completed applications should be emailed to our recruitment coordinator, Claire Evans at [cevens@metacademies.org.uk](mailto:cevens@metacademies.org.uk) or delivered to the school office. Applications in any other format 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 before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is 9am on Monday 10<sup>th</sup> February. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Thursday 13<sup>th</sup> February.

Please contact our recruitment coordinator, Claire Evans, in the school office on 01684 572949 or via email at [cevens@metacademies.org.uk](mailto:cevens@metacademies.org.uk) for further details or if you have any questions.

*Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check*

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## About Our School

Somers Park Primary School has grown significantly over recent years following the construction in 2018 of the Malvern Vale satellite expansion site less than a mile from Somers Park. Our two sites work very much as one, with teachers working together and children learning the same curriculum.

Growing a year group at a time, our Malvern Vale site is now full, at the seven-class capacity. We have the best of both worlds - fantastic modern facilities with a small school feel at the Malvern Vale site, accompanied by our Somers Park site, which has an established, forward-thinking culture, demonstrating proven success over several years.

We are fully inclusive, holding high expectations and aspirations for all. At our last Ofsted in the summer of 2022, we were graded as a good school, with outstanding judgements for both Early Years, and Personal Development, commenting that 'Pupils thrive at Somers Park Primary School.' We couldn't put it better ourselves!

We are proud of the way our learners are prepared for the next phase of their education and beyond. Our *Think. Know. Explain. Do.* curriculum model encourages inquisitive thinking and independent learning. The curriculum is enhanced by a balanced and interesting enrichment programme of additional experiences and visits.



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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	609 (including 57 Nursery children)
Number of classes	23 (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	20%
% of children with SEN	16%
% of children with EAL	6%



## Teaching Assistant- Details of the post

- ☀️ SEND 1:1 Teaching Assistant
  - ☀️ 13.333 hours- 4 mornings per week (8.50am- 12.10pm), 1:1 SEND support for an individual child; it is expected this will be initially be on our Somers Park site in Year 4.
- ☀️ Fixed term contract
- ☀️ **Grade 2 (SCP5-6)**
- ☀️ Term time only







## Job Description

**Job Title:** Teaching Assistant

**Salary Scale Point:** Grade 2 (SCP5-6)

**Employer:** Mercian Educational Trust

### 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

### 1:1 SEN Teaching Assistant role

- To work with a named child, as directed by the class teacher and/or SENCo, to support subjects and learning across the whole curriculum (see page 13 for specific responsibilities for 1:1 role)

This post requires the ability to perform a role that involves frequent contact with children  
This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

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## Specific Responsibilities- Teaching Assistant 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

### 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





## **Specific Responsibilities- Teaching Assistant** **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





## **Specific Responsibilities- Teaching Assistant 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





## Specific Responsibilities- Teaching Assistant 1:1 SEND role

- 🌞 To work with a named child, as directed by the class teacher and/or SENCo, to support subjects and learning across the whole curriculum
- 🌞 To establish a supportive, caring and secure relationship with the child, promoting respect, self-esteem and a positive, inclusive whole school ethos
- 🌞 To develop knowledge and understanding of the specific academic, physical and emotional/behavioural/medical needs of the child and respond to them effectively
- 🌞 To assist the class teacher/SENDCo with the planning, development and delivery of suitable programmes of work for the pupil
- 🌞 To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the child in using them
- 🌞 To help, support and motivate the child, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved
- 🌞 To contribute to monitoring and recording pupil progress, maintaining records and providing relevant feedback to teachers;
- 🌞 To provide welfare support to the child, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required
- 🌞 As directed by the class teacher or SENDCo, to liaise with outside agencies, where appropriate, in respect of the child
- 🌞 To assist with general school duties which may include:
  - 🌞 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
  - 🌞 Undertake any other relevant duties given by the class teacher





## Supervisory Information

### Supervision Received

The postholder is directly responsible to the Headteacher

Support and challenge will be provided by:

Class teacher

Phase Leader/Senior Teacher

Senior Leadership Team consisting of Headteacher, Deputy Headteacher, Assistant Headteachers

### Principle Contacts

Headteacher

Deputy Headteacher

Assistant Headteachers

Phase Leader/ Senior Teacher

All teaching staff

All support staff within the phase

Parents and Carers

MET colleagues





# Person Specification

## Training and qualifications

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Training and qualifications	Essential	Desirable
GCSE/O-Level equivalent: Maths and English Grade 9-4 (A* to C)		
Experience of working with children		
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		
<b>1:1 SEND role:</b> Experience of supporting a pupil 1:1		





# Person Specification Experience

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience, knowledge and understanding	Essential	Desirable
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		
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		















## Person Specification Characteristics and Competencies

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability and keenness to promote the school's positive culture and ethos		
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		





## Benefits of Working with Mercian Educational Trust

### Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

### Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

### Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

### Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

### Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

### Eye tests and Flu Jobs

All employees can access free eye tests and annual flu jab.

### Free Car Parking

All employees have access to free car parking on or near the school premises.

### Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.

