



# REDLANDS PRIMARY SCHOOL



## Teaching Assistant (SEN) Application Pack

**To Start September 2024**

# Contents

**Job description**

**Person specification**

**Information about our school**

**Key dates**

**Links to separate documents**

**Application Form**

<http://www.redlandsschool.co.uk/current-vacancies>

## JOB DESCRIPTION

<b>School:</b> <i>Redlands Primary</i>	<b>Department/Division:</b> Education, Social Services & Housing
<b>Post Reference No:</b>	<b>Location:</b> Redlands Primary School
<b>Job Title:</b> TEACHING ASSISTANT LEVEL 2	<b>Grade/Salary Range:</b> RG3m <b>Gauge Code:</b> Q402

### JOB PURPOSE

LEVEL 2 - To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Working under the direction of the classroom teacher this post will be performance managed by the SENDCo/Teacher in Charge.

### MAIN DUTIES AND RESPONSIBILITIES

#### *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
- Implement planned programmes such as interventions, including taking notes for assessments, under the direction and supervision of the classroom Teacher or Senior Leader, such as the SENDCo
- Establish constructive relationships with pupils and interact with them according to individual needs
- To be aware of the Equal Opportunities and Behaviour Policies of the school and apply them in practice to promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

- Provide pastoral support for pupils through implementing the therapeutic approaches adopted by the school

#### *SUPPORT FOR TEACHERS*

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- 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 teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide clerical/admin. support e.g. photocopying,

#### *SUPPORT FOR THE CURRICULUM*

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

#### *SUPPORT FOR THE SCHOOL*

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required including participation in relevant INSET activities
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Staff have a responsibility to Safeguard and promote the welfare of pupils and must demonstrate a commitment to inter-agency working
- Uphold the school's Confidentiality Policy

#### **DUTIES BEYOND THE GATEWAY**

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Communicate with other agencies/professionals, in liaison with teacher, to support achievement and progress of pupils
- Contribute to and initiate agreed learning activities making use of other learning activities to support the development of literacy and numeracy skills
- Administer routine tests and undertake routine marking of pupils' work
- Makes decisions about own work supporting pupils and refers more complex decisions to senior staff

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

**SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST**

What level of DBS check is required for this post? **ENHANCED**

Does the post require a Protection of Vulnerable Adults (POVA) check? **NO**

Does the post require a Protection of Children Act (POCA) check? **YES**

What other security/safer recruitment clearances are required for this post (excluding standard identity/work permit/education qualification checks)? - Please specify

Is this post 'politically restricted'? **NO**

You have a duty to be aware of your financial responsibilities as outlined within the finance manual

What Level H&S Responsibilities are applicable to this post? **LEVEL 1/~~LEVEL 2~~/~~LEVEL 3~~**

**SIGNED**

Date

## PERSON SPECIFICATION

---



<i>School: Redlands Primary</i>	Education & Community Services
Job Title: TEACHING ASSISTANT GENERAL (L2)	Post Reference No:

### Qualifications/Education/Training:

Educated to a very good level in maths and English.

Very good literacy and numeracy skills.

NVQ2 for Teaching Assistants or equivalent qualifications or experience

Training in the relevant learning strategies e.g. literacy and intervention programmes

First aid training as appropriate

### Experience

Working with or caring for children of relevant age

### Knowledge, skills and Abilities

- Good verbal and written communication skills using accurate written and spoken English
- The ability to follow specific instructions from the class teacher or senior management team
- Effective use of ICT including Microsoft Office applications
- Use of other equipment technology - video, photocopier, digital camera
- Willingness to adhere to school policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies

- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults, including parents, and develop positive working relationships
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Ability to support the children's skills of independence, academic and social and emotional development
- Understanding of the barriers to learning that a child with SEND may experience
- Ability to work proactively and on own initiative where appropriate
- You will be sympathetic towards and tolerant of the diverse needs of our children
- Ability to maintain a professional demeanour in challenging situations
- Good organisational skills
- Awareness of the need for and ability to follow child safeguarding procedures as directed
- Understand the importance of confidentiality
- Flexible and reliable

## Information about our school

Redlands Primary School is a values-based community school, which celebrates the exciting and diverse population we serve. We are situated in the heart of Reading, close to the University and Royal Berkshire Hospital. We have a nursery which offers 26 morning places for children from the age of 3, and our school provides full time tuition for children from the age of 4 to 11 years. We currently have 212 pupils on roll and over 40 languages spoken in school, which we consider to be a wonderful learning opportunity for our children.

At Redlands we are convinced that the emotional wellbeing of all members of our school community forms the basis of success. For this reason, we give high priority to the personal, social, moral and ethical education of our children. With this strong foundation they are able to develop into active, engaged learners and responsible global citizens.

We foster a 'growth mindset' culture at Redlands. The children understand that, in order to learn, they must be brave and make mistakes, and this allows them to tackle challenges they wouldn't have attempted before. We truly believe a fixed mindset is a huge barrier to learning. Those with a 'fixed' mindset will only tackle tasks that they know, in advance, they will succeed at. Those with a 'growth' mindset will not only willingly tackle difficult tasks, but will actively thrive on them. We nurture our children to become life-long learners enabling them to believe there are learners and can create their own successes. Our aim therefore must be to develop a growth mindset for all our pupils, for ourselves and for all adults involved in working with the children.

Our school provides a stimulating, creative, enriched curriculum that challenges all children to achieve both academically and socially. We benefit from strong partnerships with Alfred Sutton Primary School, our parents and members of our community and we aim, in return, to play our part in local life. We pride ourselves in being a community which helps one another and stand united together.

**Our vision for Redlands is to strive continually for high levels of achievement and challenge in a creative and nurturing environment which encourages children's aspirations, self-confidence and independence, and where children build meaningful relationships within both local and global communities.**



## Key Dates

**School visits:** Please contact the school office to arrange an appointment – see contact details below

**Applications close:** Monday 3<sup>rd</sup> June 2024

**Interviews:** Week commencing – Monday 10<sup>th</sup> June

### School contact details

Redlands Primary School, Lydford Road, Reading RG1 5QH

Tel: 0118 9375527

Email: [admin@redlands.reading.sch.uk](mailto:admin@redlands.reading.sch.uk)

Website: [www.redlandsschool.co.uk](http://www.redlandsschool.co.uk)



**We look forward to hearing from you!**