



# LEVEL 1 SEND 1-1 TEACHING ASSISTANT

## RECRUITMENT PACK

### FARFIELD PRIMARY AND NURSERY SCHOOL



**Reevy Crescent, Buttershaw, Bradford, BD6 2BS**

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August 2022

Dear Applicant

I would like to thank you for your interest in the SEND Level 1 Teaching Assistant vacancy at Farfield Primary and Nursery School. There are several positions available – each is primarily to give 1:1 support to a specific child as they move through school.

Farfield is a friendly, vibrant and lively school where our children are enthusiastic learners, well-motivated and encouraged to think for themselves. Visitors to our school always comment about the friendly, warm welcome from the staff and pupils.

We are looking for a highly motivated, inspirational practitioner who has the drive, vision and inter-personal skills to work with both staff, children, parents and other stakeholders.

We require Teaching Assistants who can support a pupil on a 1:1 basis, supporting access to learning for the pupil and provide general support to the Teacher in the management of pupils and the classroom. This is a real opportunity to make a difference and to continue in your own professional development.

Our areas for improvement this academic year are: To develop the wider curriculum and give children opportunities to think more deeply – can you be the one to make that difference?

These are exciting times where we can really shape our school into what we know our children need, deserve and are capable of.

In order to get a flavour of life here at Farfield, I warmly and strongly invite you to come along and meet our staff team and pupils to see what an inspiring place this is to work.

If you would like further information or to discuss the position, please don't hesitate in contacting us on 01274 678545 or e-mail [office@farfield.bradford.sch.uk](mailto:office@farfield.bradford.sch.uk)

I look forward to hearing from you in the near future.

***Farfield Primary and Nursery School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

Yours sincerely

Susan Convery  
Headteacher

## ABOUT OUR SCHOOL

At Farfield Primary and Nursery School we educate both boys and girls who live on the outskirts of Bradford. As a school, we firmly believe that the child is at the heart of their learning and to this end, we work extremely hard to ensure that all pupils have equal opportunities to do the very best they can.

We have an enthusiastic, highly motivated staff committed to a caring, child-centred ethos. We offer skilled teaching, a creative curriculum and high academic standards, as well as concentrating on the education of the whole child. We cater for each child's needs within a family context of firm, yet sensitive guidance. We know that EVERY child can achieve, and through good teaching and learning and the partnerships we build with parents and the wider community, our children leave school as confident, able learners equipped with the skills and knowledge to continue their lifelong learning journey.

Education is a partnership between home and school and we place a great deal of emphasis on our partnership with parents. We believe that children learn best when home and school work together for their benefit.

Children coming into the school bring a wealth of knowledge and understanding about the world around them. It is our aim to build on these skills and promote a willingness and enthusiasm to learn more.





# Mission statement



We share the **Belief** that all children will achieve,  
If they learn **Resilience** they never give up,  
If they learn **Independence** they will love learning,  
If they set **Goals** they will have achievable steps to take,  
If they have high **Hopes** they will become what they aspire to be,  
If they learn **Tolerance** they will share with, learn from and respect others.



# **JOB DESCRIPTION: TEACHING ASSISTANT LEVEL 1**

## **Job Description**

### **SEND 1-to-1 TEACHING ASSISTANT – GENERAL (LEVEL 1)**

#### **PRIME OBJECTIVES OF THE POST:**

- To support access to learning for specific child and to provide general support to the Teacher in the management of pupils and the classroom
- To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programmes which enables access to learning in the community as part of a teacher planned approach.
- To support the class teacher and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.
- Work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

#### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

Assisting as a member of the classroom team in the supervision of students on work experience, trainees and voluntary helpers with whom the post holder is working

#### **SUPERVISION AND GUIDANCE:**

To work under the instruction/direction of teaching/senior staff.

#### **RANGE OF DECISION MAKING:**

To make decisions within established working practices and procedures.

The post holder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individuals, groups of pupils and whole classes
- the correct use and care of materials by individual and small groups of pupils
- the safety, mobility (if required) and hygiene and well-being of the pupils.

#### **KNOWLEDGE AND SKILLS:**

*(See Personnel Specification)*

**1****EFFORT DEMANDS:**

- 1.1 Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and well being of the pupils; making decisions within established working practices and procedures.
- 1.2 Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- 1.3 Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- 1.4 Acting as a role model, will establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- 1.5 Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.
- 1.6 Will contribute to the overall ethos/work/aims of the school.
- 1.7 Will appreciate and support the role of other professionals.
- 1.8 Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

**2****RESPONSIBILITIES:**

- 2.1 Assist in the management of pupils in the learning environment.
- 2.2 Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.
- 2.3 Will supervise and support pupils consistently at all times; recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment.
- 2.4 For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.
- 2.5 Attend to the pupils' personal needs, implementing and maintaining related personal care programmes with the correct use of care materials including the safety and well being of the pupils and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- 2.6 Will occasionally be required to supervise the class for brief periods in a lesson where the classroom teacher is not available.
- 2.7 Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.
- 2.8 Set challenging and demanding expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate as well as interact and work co-operatively with others and engage in activities led by the teacher.
- 2.9 Will prepare the classroom as directed to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.
- 2.10 Will be aware of pupil progress, monitor/record pupil responses against pre-determined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.

- 2.11 Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.
- 2.12 Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.
- 2.13 Will provide clerical/administrative support as directed by the teacher.
- 2.14 In respect of local and national learning strategies, will support pupils to achieve learning goals e.g. literacy, numeracy, KS1, early years as directed by the teacher.
- 2.15 Will support pupils in the use of ICT in learning activities as directed by the teacher, and develop pupils competence and independence in its use.
- 2.16 Will participate in own performance development, identify and address any training needs/other learning activities.
- 2.17 Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities.
- 2.18 Will assist in the supervision of students on work experience, trainees and voluntary helpers.

### **3**

#### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- 3.1 Will have long periods of sitting or standing.
- 3.2 Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- 3.3 Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- 3.4 The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- 3.5 This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- 3.6 Report all concerns to an appropriate person.



**4 SPECIAL CONDITIONS OF SERVICE:**

- 4.1 No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**5 OTHER CONSIDERATIONS**

- 5.1 To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- 5.2 To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- 5.3 Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- 5.4 Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- 5.5 Must be legally entitled to work in the UK.

**6 RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

- 6.1 To maintain the confidential nature of information relating to the school, it's pupils, parents and carers.
- 6.2 The provision, use and storage of equipment and materials used by pupils with whom the post holder is working.
- 6.3 General responsibility for the care of all equipment and materials within the classroom/designated area of the school.

**CONTACTS:**

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Authority, Education Bradford, Contractors, External Agencies.

## PERSONNEL SPECIFICATION – TEACHING ASSISTANT LEVEL 1

**Post Title:** TEACHING ASSISTANTS – GENERAL / CURRICULUM RESOURCE SUPPORT

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Working with or caring for children of relevant age or relevant experience eg voluntary organisation, parental caring responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a team situation.</li> <li>General technical / resource experience</li> <li>Clerical / administrative experience</li> <li>Working with a child with special education needs</li> </ul>	Application form & Selection process
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Grade C or above in GCSE English and Maths or equivalent eg. Adult Literacy/Numeracy at level 1.</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications relating to post eg health, children, practical skills, first aid.</li> </ul>	Application form & Selection process. Certificates.
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>Willingness to participate in development and training opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of DfE Teaching Assistant Induction Programme</li> </ul>	Application form & Selection process
<b>SPECIAL KNOWLEDGE</b>		<ul style="list-style-type: none"> <li>An understanding of the needs of a multicultural society.</li> <li>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs</li> <li>Knowledge of Childcare</li> <li>Awareness of Child Development</li> </ul>	Application form & Selection process
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices.</li> </ul>		Selection process

<b>DISPOSITION – ADJUSTMENT/ ATTITUDE</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to pupils and adults.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to remain calm under pressure.</li> <li>• Demonstrate good co-operative, interpersonal and listening skills.</li> <li>• Demonstrate a commitment to working with children of the relevant age.</li> <li>• Good sense of humour.</li> <li>• Flexibility and willingness to accept change.</li> <li>• Approachable, courteous and able to present a positive image of the school to callers and visitors.</li> <li>• Maintain confidentiality in matters relating to the school, its pupils, parents and carers.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to understand classroom roles and responsibilities and your own position within these.</li> </ul>	Selection process
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills.</li> <li>• Ability to use relevant technology after training if required.</li> <li>• Keyboard / computer skills</li> </ul>		Application form & Selection process
<b>CIRCUMSTANCES – PERSONAL</b>	<ul style="list-style-type: none"> <li>• Will not require holiday leave during term time.</li> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (CRB check required).</li> <li>• If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use)</li> </ul>		Selection process.  Sight of appropriate documentation as specified in interview letter
<b>PHYSICAL/SENSORY</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995.</li> <li>• Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties.</li> <li>• For posts working with pupils who have physical difficulties, it may be an unavoidable core</li> </ul>		Selection process.

	component of the job for the post holder to be capable of lifting and carrying pupils, within school policies and practices.		
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## COPY OF ADVERT

# Farfield Primary and Nursery School

Reevy Crescent, Bradford, West Yorkshire, BD6 2BS.      Tel: 01274 678545  
 e-mail – [office@farfield.bradford.sch.uk](mailto:office@farfield.bradford.sch.uk)      [www.farfieldprimary.com](http://www.farfieldprimary.com)  
 Headteacher: Susan Convery



### **Level 1 SEND Teaching Assistant to work 1:1 with a pupil** **Band 4, SCP 3-4, TTO (£13,375 - £13,642 actual)** **31.25 hrs/week to start ASAP**

Situated on the outskirts of South Bradford, Farfield Primary and Nursery School is a two-form entry school with 424 pupils on roll including nursery. We are committed to high standards and offer a happy caring environment where both staff and pupils are encouraged to do their best. We are seeking several teaching assistants to support children on a 1:1 basis.

#### **We are looking for experienced practitioners who has:**

- Good English and Maths skills
- Experience of working in different Key Stages
- The ability to use their own initiative and a positive attitude towards school policies and procedures
- Commitment to supporting children's learning and good behaviour

#### **We can offer:**

- Positive working relationships
- A caring school ethos where every child really does matter
- Our full commitment to your professional development
- A professional challenge with great potential rewards
- An opportunity to improve life chances
- Valuable experience in school improvement and the chance to make a real difference

Our children deserve the best and we aim to give them just that.

#### **Can you bring the skills, knowledge and enthusiasm to help us meet this challenge?**

*Farfield Primary and Nursery School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

***This post is subject to an enhanced DBS check. We are an equal opportunities employer.***

You are warmly invited to visit the school, please contact Ewan Clark, School Business Manager on 01274 678545 to arrange visits

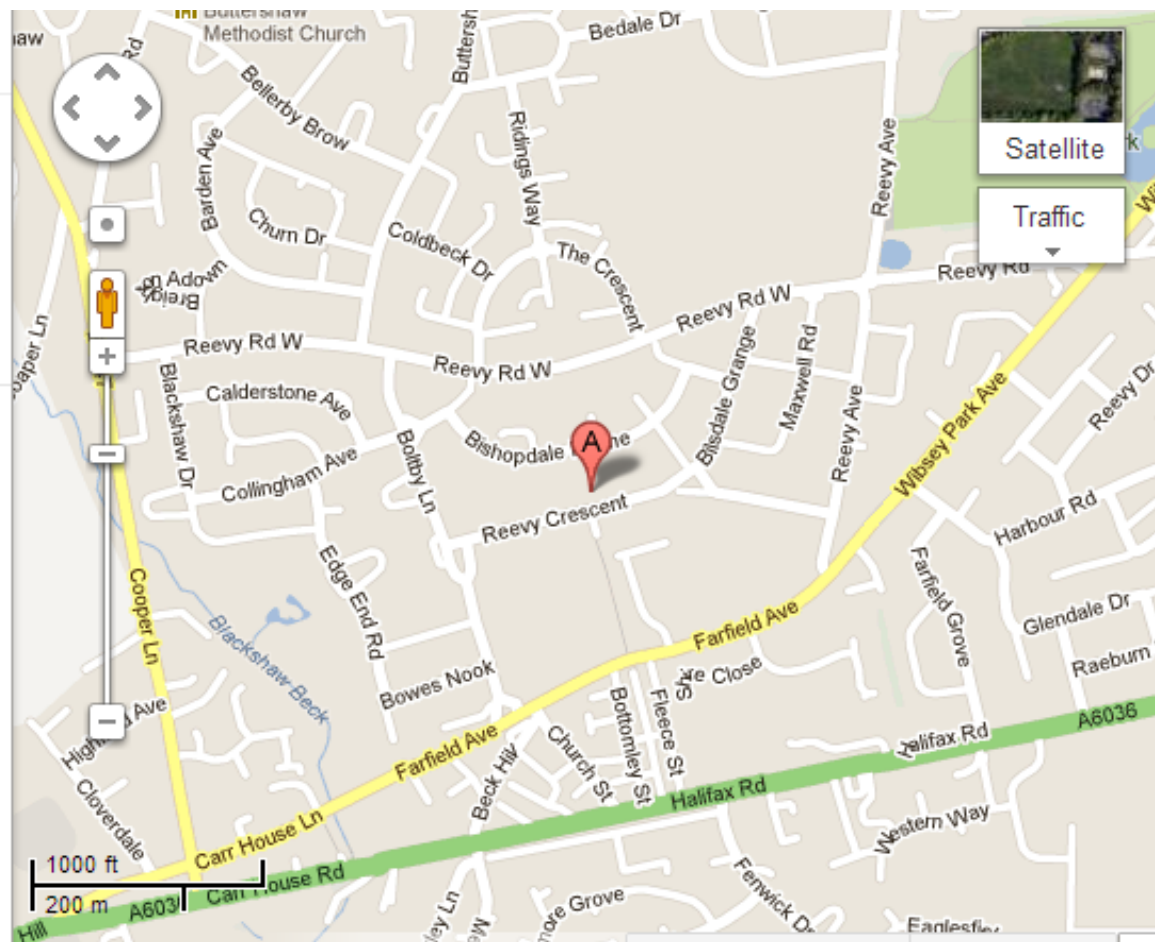
**Closing Date: 19.09.2022 at 12 noon      Interviews: 27.09.2022**

For an application pack please go to [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk)





## HOW TO FIND US



**Farfield Primary School and Nursery**  
**Reevy Crescent**  
**Buttershaw**  
**Bradford**  
**BD6 2BS**  
**Tel : 01274 678545**  
**Fax: 01274 694022**  
**E-mail: [office@farfield.bradford.sch.uk](mailto:office@farfield.bradford.sch.uk)**



## HOW TO APPLY

If you wish to apply for one of the 1-1 SEND Teaching Assistant posts at Farfield Primary and Nursery School, please log onto the prospects online website at [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk).

Upload your completed application form onto the website outlining how you meet the criteria on the job description and attributes required on the personnel specification. A continuation sheet may be used if necessary.

We would request that you provide details of daytime and evening contact numbers and email addresses for use should you be called for interview.

**The closing date for applications is 12 noon on Monday 19<sup>th</sup> September 2022.**

You will be informed at the earliest opportunity if your application has been successful.

**Interviews will take place on Tuesday 27<sup>th</sup> September.**

**Please be available for interview on this day if shortlisted.**

Thank you for your interest in our post. We look forward to receiving your completed application.