



Bletchingley Village
Primary School & Nursery

SLCN Teaching Assistant

31.25 hours per week, term time only

25hours @ Grade TLT3

6.25hours @ Grade TLT5

Salary from £14,856

Bletchingley Village Primary School & Nursery
is part of Tandridge Learning Trust.

Tandridge
Learning Trust

Excellent Teaching
Inspiring Leadership
Innovative Training

CONTENTS

CONTENTS	2
WELCOME	3
JOB ADVERTISEMENT	4
JOB DESCRIPTION	5-7
PERSON SPECIFICATION	8
CONTACT DETAILS & HOW TO APPLY	9

Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



Aiming High • Working Together • Achieving Our Best

WELCOME



Dear Candidate,

Thank you for your enquiry regarding the exciting opportunity to join our team of friendly, supportive and dedicated staff at Bletchingley Village Primary School & Nursery.

This candidate pack has been designed to give you, a potential applicant, essential information about our vacancy, the school and the Trust. The aim is for you to be able to decide if this will be the next step in your career and whether you have the right attributes to fulfil our expectations.

The job description shows the tasks which the holder of this post should expect to undertake during the course of his or her work and the person specification outlines the kind of person we are looking for. You should read this information carefully as it will give you the information you will need to decide whether this is a job for which you would be suited.

If you feel that this position is of interest and you have the right experience, skills and ambition to make a real impact, then I look forward to hearing from you.

Debbie Gregori

Debbie Gregori
Headteacher



JOB ADVERTISEMENT

Bletchingley Village Primary School is an all-through, values-led Primary School, with its own Nursery Class and a specialist Centre for children with speech, language and communication needs, set in beautiful and extensive grounds.

We have an exciting opportunity for an SLCN Teaching Assistant to join our friendly primary school to work in our COIN centre which caters for children with recognised developmental language disorders (DLD). This is a rewarding post for candidates who will thrive on the opportunity to positively affect student outcomes. One day a week will involve supervisory duties, including the planning and delivery of lessons.

In return we will offer you: -

- Supportive and forward-thinking colleagues within school and the MAT as a whole
- Good induction and training/development opportunities
- Staff discount scheme
- Enthusiastic, well-behaved students, willing to learn

As part of our proactive school team, you will need to be compassionate and enthusiastic, with the ability to maintain a calm and positive attitude. The ability to work as part of a team and build relationships with others is key, as is the requirement to maintain confidentiality at all times.

If you feel that you have the appropriate experience, skills, and enthusiasm, we would be really pleased to receive your application.

CLOSING DATE: 16th April 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.



Aiming High • Working Together • Achieving Our Best

JOB DESCRIPTION

Job Title SLCN Teaching Assistant

Phase Primary

Accountable To Sendco/Headteacher

Responsible For N/A

Grade / Scale / TLR TLT3 / 5

Date January 2023

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

Job Purpose

To support the development and education of children in schools

Key Outputs

- To support the centre with their responsibility for the development and education of children in schools, to include pupils with special needs.
- To assist an individual teacher, or teachers, in delivering and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils and groups.
- Supervising the centre in the absence of the teacher (grade 5)
- To assist in meeting the pupils' need for encouragement, reassurance and comfort while encouraging independence at all times.
- To assist with personal care



JOB DESCRIPTION

Representative Accountabilities

Support Delivery

- Deliver 1-1 and/or group support / intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff.
- Use of relevant tools/equipment.
- Carry out routine tasks to organise and maintain the learning environment.
- Ensure all well-being, behaviour and personal development of pupils.
- May carry out personal care routines as appropriate.
- Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs).

Planning and Organising

- Plan own set tasks within the day.
- Ensure materials and equipment are available as and when required.
- Maybe required to contribute with activity planning.

Analysis, Reporting and Documentation

- May need to make records of activities/observations for further submission to supervisor as per instructions.

Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, and deficiencies, in accordance with relevant reporting procedures.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.

Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school



JOB DESCRIPTION

Safeguarding and Child Protection Policy .

Duties for all

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children's learning and personal development.

To have regard to and comply with safeguarding policy and procedures.

Role Summary

Roles at this level provide support in a defined area using play equipment, powered tools and equipment. They perform a limited range of well-established routines within basic procedures under regular supervision. They are generally practical roles but require some previous work experience. The work is typically to daily deadlines; some organising of their own workload may be required but timescales will be hour-to-hour and day-to-day. The nature of planning in these roles is development and supervision to meet children learning needs.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> Basic numeracy and literacy e.g. through GCSE qualification in English and Maths or equivalent – grade 4 or above, or able to evidence ability at an equivalent level. 	<ul style="list-style-type: none"> Able to work towards Vocational Qualifications or equivalent experience in relevant field.
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles. Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity. Experience of working with or supporting young people May be required to undertake first aid qualifications Ability to plan lessons and supervise students and staff in the absence of the teacher 	
SKILLS & APTITUDES	<ul style="list-style-type: none"> Basic IT skills Ability to operate basic equipment. Accuracy and ability to follow instructions. Ability to work collaboratively and creatively May be required to undertake manual handling and physically demanding work. 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Good listening skills and enthusiasm to learn. Effective team player Able to use own initiative Supportive and approachable 	<ul style="list-style-type: none"> Willing to contribute to all aspects of school life
SAFEGUARDING	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Child Protection and Safeguarding policy and the Staff Behaviour Policy 	

CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form and return it electronically together with any supporting documentation requested to HR@TandridgeLearningTrust.co.uk.

CLOSING DATE: 16th April 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Designated Contact for this Vacancy

Name:	Mrs D Gregori
Job Title:	Headteacher
Phone Number:	01883 743337
Email Address:	info@BletchingleyTLT.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.





Bletchingley Village Primary School & Nursery



Coneybury, Bletchingley, Surrey, RH1 4PP



01883 743337



Info@BletchingleyTLT.co.uk



www.BletchingleyTLT.co.uk



facebook.com/BletchingleyVillagePrimary



twitter.com/BletchingleyVPS

Tandridge
Learning Trust

Bletchingley Village Primary School & Nursery
is part of Tandridge Learning Trust.

Excellent Teaching
Inspiring Leadership
Innovative Training