



Park Walk Primary School



Special Educational Needs Teaching Assistant

Closing date: Tuesday 14th May 2024 – By Midday

Shortlisting: Tuesday 14th May 2024 - Midday onwards

Interview date: Thursday 16th May 2024 - PM

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Park Walk Primary School
Park Walk, Chelsea, London, SW10 0AY
Tel: 020 7352 8700 E-mail: info@parkwalk.rbkc.sch.uk

Miss Emily Caldwell
Headteacher

Dear Applicant

I would like to thank you for your interest in the post of Special Educational Needs Teaching Assistant at Park Walk Primary School. We are seeking to appoint the successful candidate to take up the post of Special Educational Needs Teaching Assistant for September 2024.

Park Walk is situated off the King's Road in Chelsea in the heart of a diverse and dynamic community. As a result, the children who attend the school come from a range of ethnic and social backgrounds. Our school community consists of enthusiastic children who enjoy coming to school, staff who are committed to the individual outcomes of every child, parents who are interested in their children's education and a very supportive and skilled Board of Governors.

We are looking for a Teaching Assistant who will be creative, enthusiastic and self-motivated to develop and nurture every child in their care.

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You can learn more about us at the school's website – www.parkwalk.rbkc.sch.uk.

Once you have read through this application pack, if you would like to visit us, please contact Kim Ray, our School Business Operations Manager, on 020 7352 8700 to make an appointment.

Thank you for your interest in the post, and I wish you every success with your application. If you have any further questions, please do not hesitate to contact the school.

Yours faithfully

Emily Caldwell

Headteacher

Job Advert
Special Educational Needs Teaching Assistant – Park Walk Primary School
Required to start September 2024

Job Title: Teaching Assistant – 1:1 SEN Support

School: Park Walk Primary School Kensington and Chelsea

Salary: Grade B Scale 2

Contract: Full Time – 36 hours per week (term time only)

Terms of Contract: Conditional to the duration of the Education Health Care Plan of the pupil and/or the child staying at Park Walk. Should either of these conditions change then the post will cease.

Park Walk is a happy and successful one-form entry community primary school. We are located just off the King's Road in Chelsea, in an attractive and spacious Victorian building. Park Walk is currently recognised as a "Good" school by Ofsted and is on an exciting journey towards achieving our outstanding potential.

We are looking to appoint a teaching assistant to join our hardworking and skilled team. The role will be to support a pupil with an Education Health and Care Plan (EHCP) with some physical needs and speech, language and communication difficulties. You will need to be a proactive individual, who wants to support and assist in promoting the learning and personal development for this pupil and have a willingness to assist whole class teaching and learning.

The successful applicant must be:

- an excellent communicator with high standards of English and Maths
- prepared to plan and work independently
- able to use your own initiative
- positive, punctual, reliable and flexible
- someone who enjoys helping children reach their full potential

What we can offer you:

- a high level of support and commitment from our friendly and hardworking leadership team
- a staff that is committed to the children and their development
- children who are eager to learn in our creative and challenging atmosphere
- a vibrant, inclusive and culturally diverse school community
- a commitment to professional development
- a highly supportive Board of Governors

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Any offer of employment will be subject to an Enhanced Disclosure and Barring Service check, satisfactory references and medical check.

Visits to the school are warmly welcomed. Please telephone the school office on 0207 352 8700 and ask for Kimberley Ray, to make an appointment.

You can download the application pack on the schools website www.parkwalk.rbkc.sch.uk or <https://teaching-vacancies.service.gov.uk/>

Email Applications to: info@parkwalk.rbkc.sch.uk

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Job Description – Primary Teaching Assistant

Park Walk Primary School

Job title: Teaching Assistant – 1:1 SEN Support

Salary: Grade B Scale 2

Contract: Full Time – 36 Hours per week (term time only)

Main Purpose of Job

To support a support a pupil with SEND as outlined in the Education, Health and Care Plan.

To assist in promoting the learning and personal development of a pupil to enable them to best access the complete curriculum.

Main Duties and Responsibilities

Supporting Pupils:

- To provide learning support for the pupil in class or in 1:1 or small group situations.
- To develop knowledge of the particular needs of the child and seek advice from SENDCo, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide suitable modified materials as required e.g. worksheets, games, visual prompt cards, concrete resources etc.
- To make or modify resources as suggested and advised by the SENDCo, Educational Psychologist or other outside agencies.
- To be involved in the planning and preparation of the day to day class activities, within the year group team.
- To provide an inclusive learning environment both in the classroom and outside, within the year group team.
- To support the pupil in the playground, being mindful of their health and safety in relation to their specific needs, and encouraging safe interactive play.
- To carry out midday meal supervision.
- To motivate and encourage the pupil to have a go at activities they may be unsure of. (within their risk assessment)
- To provide positive reinforcements, praise and rewards.
- To facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- To provide support and facilitate interaction with peers in the classroom and around school

Supporting the Class Teacher and SENDCO:

- To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills.

- To attend planning meetings with SENDCo and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the class teacher, SENDCo and relevant outside agencies about the pupil's difficulties and progress.
- To contribute to the pupil's annual review by attending the meeting.
- To accompany and provide support to the teacher and pupils on educational visits.

Supporting the School:

- To foster links between home and school (including regular communication with home)
- To participate in relevant professional development as deemed appropriate for the needs of the child.
- To understand and apply the school policies on learning and behaviour, and the Statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school and The Royal Borough of Kensington and Chelsea.
- To carry out duties as directed by the SENDCo or Head Teacher.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification – Teaching Assistant Park Walk Primary School

All candidates must be able to meet the professional standards for teachers

	Essential
Qualifications	<ul style="list-style-type: none"> • NVQ 2 or 3 for Teaching Assistants or equivalent qualifications or experience • Good Numeracy and English skills – GCSE, O Level or equivalent • Right to work in UK
Experience	<ul style="list-style-type: none"> • working with or caring for children in the Early years and primary age groups • experience of working with SEN pupils <p>The ideal candidate would have:</p> <ul style="list-style-type: none"> • previous experience of working in schools • knowledge of the National Curriculum • an understanding of available speech and language support programmes
Professional knowledge and understanding	<ul style="list-style-type: none"> • understanding of child development and learning • awareness of the types of learning difficulties pupils may have and how this may affect their progress and behaviour in the classroom • knowledge of how to use computers for word processing and the internet as an educational tool • work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these, including being an appropriate role model.
Personal skills and qualities	<p>To be:</p> <ul style="list-style-type: none"> • committed to protecting and safeguarding all pupils • approachable and committed to the whole school vision and ethos • self-motivated and able to motivate others • well-organised and able to act calmly, patiently and sympathetically under pressure, when dealing with pupils and the demands of the job • flexible and responsive in potentially challenging situations • discrete, confidential and highly professional in all aspects of the job • able to demonstrate a good attendance record • willing to participate in development and training opportunities

Policy on the recruitment and employment of ex-offenders

Background

The Royal Borough of Kensington and Chelsea use the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (on the internet at www.homeoffice.gov.uk or www.direct.gov.uk.)

This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure. The Royal Borough of Kensington and Chelsea is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for RBKC Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with RBKC schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at RBKC Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post. In the starter pack you will also receive comprehensive guidance notes explaining how to fill in the disclosure form. All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. RBKC HR will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Online Presence

Applicants are hereby notified that the school may undertake online searches in respect of shortlisted candidates as part of its due diligence checks.