



Park Primary School



Go further than we thought, run faster than we hoped, reach higher than we dreamed and become the best that we are able.

Permanent Teaching Assistant Application Pack

Contents

1. Welcome letter from Headteacher
2. Welcome letter from the Chair of Governors
3. Welcome letter from School Council
4. Agreed timetable for appointment
5. Agreed pay range
6. Advertisement
7. Job description and person specification
8. Attendance statement



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Rutland Street, Colne, BB8 0QJ - 01282 863225

Return applications: bursar@colnepark.lancs.sch.uk

Welcome letter from Headteacher

Dear Prospective Teaching Assistant,

Thank you for your interest in this position at Park Primary School. I hope you find the enclosed information useful.



Sarah Midgley

We are very proud of our school and the commitment we make to all pupils regardless of their ability or background. We want the very best for all children at Park Primary and we are looking for a new teaching assistant who can support us in ensuring that all children get the very best education possible.

We are look for someone who is tenacious and committed to the best outcomes for all pupils and supporting the classroom to be able to achieve this.

If you are interested in this role, please contact the school so we can show you around and have the opportunity to share with you what we are able to offer.



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Welcome letter from Chair of Governors

Dear Prospective Teaching Assistant

As governors, staff and families we are incredibly proud of our school and children.

Park Primary School is a warm, nurturing and successful school at the heart of our community.

With a focus on confidence, values, respect and diversity; we nurture the individual child as well as the whole family.

We welcome you to join our school community and together we will help our children to:

- To go further than they thought
- To run faster than they hoped
- To reach higher than they dreamed
- To become the best that they are able

I look forward to meeting you and hopefully working with you as a teaching assistant at Park Primary in the future.



Jill Greenwood



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Welcome letter from Pupil Parliament

Dear Prospective Teaching Assistant,

On behalf of the children at Park Primary School, we would like to tell you why Park is such a wonderful school to be a part of.

Our school is an inclusive and caring environment to be in. We have hard working children who strive to be the best they can. We have high expectations for all children and our dedicated staff ensure that all needs are met by adjusting the learning environment so that every child can succeed.

We are very proud of our school and we are looking for a teaching assistant who will be reliable, kind, supportive and, most of all, a good listener.

Our school is an exciting and vibrant place to be, with each day being very different. Everyone is made to feel welcome at Park.

Thank you for reading our letter and we look forward to meeting you soon to show you around our wonderful school.



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Agreed timetable for appointment

20th March 2024

Advertisement appears

9am, 10th May 2024

Closing dates for applications

10th May 2024

Shortlisting meeting

Call the office to book

Tour the school

w/c 20th May 2023

Interviews and appointment

ASAP

Start date for new Teaching Assistant



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Advertisement

Number on Roll - 334

Teaching Assistant 2a - Grade 4 - SCP 4-6

Required start date: ASAP

Contract type: Permanent

Hours per week: 27.08 up to September, 28.33 after September

Start and finish time: 9am until 3.15pm with 50 minutes lunch

From September: 8.45am until 3.15pm with 50 minutes lunch



The Governors at Park Primary School are seeking applications for the post of a Permanent Teaching Assistant 2A to support classroom learning.

We would like the successful applicant to start as soon as possible but would be prepared to wait until September for the right candidate.

We are a busy, inclusive and supportive primary school and are keen to find the right person to join us for this academic year. This is a wonderful opportunity for individuals who are passionate about educating the pupils of Park Primary School.

We are looking for someone who:

- Will be committed to upholding our school values, nurturing ethos and strong behaviour policy
- Has a passion for supporting learning
- Will be committed to whole school life and support extra-curricular activities and school events
- Is enthusiastic and has a positive attitude
- A team player
- Excellent organisational skills
- A proven track record in supporting learning
- Experience in SEND behaviour and additional needs
- Excellent attendance and punctuality



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We will offer you:

- Happy and well-behaved children who care about their school
- A dedicated, fun-loving team of teaching and support staff
- A supportive governing body
- A curriculum that is bespoke to our pupils
- The opportunity to make your mark at a school that is always looking to improve
- Excellent professional development opportunities

Required Qualifications and Experience:

- GCSE English and Maths - Grade C or above
- NVQ Level 2 or appropriate qualifications (i.e. Teaching Assistant qualification)

Desirable Qualifications and Experience:

- Experience working in a classroom or education setting
- Experience working with SEND behaviour and additional needs

Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.



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Job Description

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with a 2a Teaching Assistant post.

Support for Pupils

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities



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Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour. To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.



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Attendance policy statement

Park Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and take action in accordance with the guidelines adopted by the school to deal with unacceptable levels of frequency and sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.



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