



# Be all you can be

## Hayes School

### TEACHING ASSISTANT

Temporary position - starting ASAP to 26<sup>th</sup> July 2023

(possibility of becoming permanent)

**Salary Grade:** NJC Scale Point 2 - £20,441 Full time equivalent (actual £14,130)

**Hours:** 30 hours per week, 39 weeks per year (paid pro rata)

Thank you for your interest in the post of Teaching Assistant at our school. We are in need of a dedicated Teaching Assistant, to work alongside children with a range of needs.

#### About Hayes School



Hayes School is a happy and thriving improving primary school in the seaside town of Paignton. There are approximately 450 children on roll including nursery children. The children are mixed ability with two classes per year group. Our strong team of teachers are supported by highly skilled teaching assistants. Our administrative support is both friendly and efficient.

We are looking for an enthusiastic teaching assistant with a passion and drive to support children. Experience or knowledge of working with children with a range of needs is an advantage. Our children are looking for a committed individual who is highly organised and can inspire learning.

Hayes School has a deep vision and passion for learning, and supporting children to “be all they can be”. We are committed to high quality teaching for all our children and believe that creativity is at the heart of education. Join us in exploring what learning can be like and help us develop the most exciting environment possible.

If you decide to apply, please refer to the person specification when writing the application. We are looking for the ‘right person’ to fulfil the role and we believe that recruitment is not a science based entirely on tick boxes and therefore, would encourage you to apply if you feel you are the right person for our school. We would love to meet you.

Please e-mail ([admin@hayes.torbay.sch.uk](mailto:admin@hayes.torbay.sch.uk)) or phone 01803 557336 to arrange a telephone call to discuss the position. **The closing date is Monday 5<sup>th</sup> June 2023 at 12 noon.**

I hope that this information, alongside our website, has provided you with the information you require and has tempted you to find out more. I look forward to hearing from you.

Mark Hanbury  
Headteacher



## Teaching Assistant - Job Description

May 2023

### Line of responsibility

The Teaching Assistant is responsible to the class teacher and their Phase Lead; all members of staff are directly responsible to the Headteacher.

### Job content

#### Provide support to the class teacher for:

- Supervising and assisting pupils (1:1, in groups or whole classes) across a variety of activities, both inside and out.
- To cover weekly designated PPA time as arranged.
- Contribute to planning evaluation and implementation.
- Develop, prepare and disseminate appropriate materials.
- Presenting and displaying work in books and on classroom walls.
- Contributing to the administrative support of the school.
- Support and encourage the school's ethos, vision, objectives, policies and procedures as agreed by the governing body.
- Assist in the implementation of Individual Education Programmes for students and help monitoring their progress.
- To attend INSETs as required.
- Cover half an hour lunch as supervision or play-leader.

#### Supporting pupils' learning under the direction of the teacher including:

- Supporting pupils, including those with SEND individually and in small groups, assisting in implementing the ISPs designed in consultation with teaching staff.
- Enabling children to become independent learners.
- Keeping records as requested by the teacher which directly link with the children's attainments or problems.
- Assisting in the management of pupils who are showing challenging behaviour in line with the school's behaviour policy.
- To understand the learning objectives of every lesson in order that evaluation of progress can be ascertained.
- Undertaking any training as appropriate.
- Assisting with preparations of learning materials as requested (ie photocopies, creative activities, games etc).

Other duties of an appropriate level and nature will also be required as and when requested by the Headteacher or line manager.

Signed: .....

Date: .....



*Be all you can be*  
Hayes School

## Teaching Assistant - Person Specification

February 2023

	Essential	Desirable
<b>Knowledge &amp; Experience</b>		
Experience of working in a school		X
Relevant qualification or experience		X
A passion for caring for children of a relevant age	X	
<b>Skills &amp; Abilities</b>		
Minimum Grade C GCSE in English and Mathematics		X
Knowledge of teaching of phonics		X
Ability to use own initiative as well as work in a team environment	X	
Excellent communication and interpersonal skills	X	
Ability to interact with pupils	X	
The ability to use ICT effectively	X	
Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines	X	
Ability to understand and carry out verbal and written instructions	X	
Ability to organise and prioritise work	X	
Ability to remain confident yet discreet in dealing with visitors, parents and students	X	
Ability to make quick decisions on which enquiries need to be referred on and dealt with	X	
Required to participate in training and development as identified	X	
Understanding of policies including child safeguarding procedures	X	
<b>Personal Qualities</b>		
Commitment to achieving high standards	X	
Enthusiasm and a positive outlook	X	
Excellent attendance and punctuality	X	
Responsible, honest and reliable	X	
Good personal organisation	X	
A sensitive and caring manner	X	
Calm under pressure	X	
A sense of humour	X	

## Application Process

You are asked to complete the application form on the school website at:

<http://www.hayes.torbay.sch.uk/page/?title=Job+Vacancies&pid=67>.

Please email the completed application to Allison Grant, School Business Manager at:

[agrant@hayes.torbay.sch.uk](mailto:agrant@hayes.torbay.sch.uk) by Monday 5<sup>th</sup> June 2023 by 12 noon.

## Safeguarding and Safer Recruitment Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers to successful candidates are subject to safeguarding checks and lesson observation. An Enhanced DBS check will be carried out for the successful candidate.