



Candidate Pack

Teaching Assistant

Grade 4

32.5 hours, Permanent Contract

Candidates requesting flexible working will be considered.

Please get in touch to discuss.





Welcome

Dear Candidate,

Welcome to Keyworth Primary and Nursery School. I am delighted you have chosen to find out more about the vacancy at our school.

At Keyworth, we take great pride in the work we do; shaping lives and supporting every child to fulfil their potential and discover new talents. We are caring and tolerant; everyone is valued for their individuality, culture and heritage.



Keyworth Primary is at the heart of our community and provides essential support and guidance to the families we serve. A high proportion of children in our school are in receipt of the pupil premium grant – we are fiercely determined to ensure all children have the same opportunities and achieve positive outcomes. We want all our children to feel happy, safe and secure in school. Our aim is to create an environment that meets the needs of every child and celebrates and encourages success.

We deliver an exciting and engaging curriculum, one which makes links between subjects to motivate children and develop a passion for learning. Staff work tirelessly to ensure children who join with low starting points make accelerated progress. Our curriculum provides experiences that open a wealth of opportunities for all children to explore and deepen their understanding of what they are studying. We want children to leave us with the skills and knowledge they need to be successful in every aspect of their lives. We want every child to develop the self-belief that they can be successful and achieve great things!

We know that we can only achieve the best for a child through close co-operation between home and school. Staff at KPNS go the extra mile to nurture positive relationships with parents and carers. Parents are always welcome in school and we always try to make ourselves available to discuss any aspect of a child's development.

We would be delighted to show you around our wonderful school, so you can experience the positive atmosphere and meet our amazing children and see the wonderful work that they do.

Kind regards,

Peter Cresswell (Executive Headteacher)



The Position

The Governors of Keyworth Primary and Nursery School are looking to appoint a highly committed and passionate colleague to join our team. The successful candidate will demonstrate a commitment to team working and playing a full role in the wider life of the school. The position is for a Grade 4 TA; we are ideally looking for a someone with good SEND experience who can work across the primary age phase and deliver class PPA if necessary. A strong knowledge of phonics would be beneficial.

At Keyworth Primary we pride ourselves on our positive ethos and enjoy fantastic backing from our school community. We can offer the successful candidate high levels of support and the opportunity to work within a skilled, motivated and friendly staff team. Further development opportunities and support are available through the other schools in our Trust, [Equals Trust](#). We also work in close collaboration with Crossdale Primary School.

Staff well-being is of paramount importance to us and we always remember that all team members are human beings first with their own families and situations outside of work.

We strongly encourage applicants to come for a visit. Visits can be arranged by email schooloffice@keyworth.notts.sch.uk or phone 01159748005.





Teaching Assistant

32.5 hours, Permanent Contract (Term Time Only)
£17421 – £19434 Grade 4 points 8-14

Candidates requesting flexible working will be considered. Please get in touch to discuss.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter via email to – recruitment@equalstrust.org

Application forms can be [downloaded here](#). Wherever possible, please complete these forms digitally and please provide email addresses for your referees.

Covering Letter

Your covering letter should be no more than 750 words and should clearly state why you are the right person to join our team – this candidate pack will give you a strong idea of the type of TA our children need. A visit to the school would give you further information to support your application.

Closing Date/Interviews

Please ensure your application arrives no later than 6th February 2023.

- We aim to interview w/b 20th Feb 2022. However, we may interview earlier than that if we have suitable candidates– please apply asap if you are interested in this position. We will contact successful applicants to agree interview dates.
- This position is available immediately. However, we will agree a start date with the successful candidate, ideally no later than 17th April 2023

Referees will not be contacted without the express permission of candidates and only if you are shortlisted for an interview.

Please be aware that by contacting Equals Trust about this role, or applying, your data will be held in accordance with our Privacy Policy.

Safeguarding Commitment

Keyworth Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to satisfactory relevant safer recruitment and DBS checks and suitable references in line with our safeguarding policy. All applicants must have the right to work in the UK. Please be aware that online searches will be conducted on all shortlisted candidates. Equals Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation for posts across the multi academy trust.



Values

At a recent INSET day, staff worked together to agree a set values. The brief asked them to consider what happens when the team is working together brilliantly and in the 'flow'. This what they came up with:

- We have a shared passion for our school and the pupils, families and community we serve.
- We have good communication between staff and the wider school community.
- We each have a voice and listen to, and respect, each other's opinions
- We are sensitive to each other's wellbeing and work life/ balance and support each other through the ups and downs of everyday life.
- We collaborate and share our knowledge; appreciating each other's responsibilities.
- We give time to each other and have fun together!
- We all have clarity around expectations and work together to achieve our goals.
- We all celebrate one another's successes!





Job Description

TEACHING ASSISTANT - PRIMARY (Grade 4 scp 8 – 14) *(Final Version to be confirmed following interview)*

Job Purpose: To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils on task whilst supporting pupils to meet the learning intention.

Key Responsibilities

- Using specialist (curricular/learning) skills/training/experience to support pupils
- Assisting with the development and implementation of Individual Education/Behaviour Plans
- Establishing productive working relationships with pupils
- Promoting the inclusion and acceptance of all pupils
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance
- Providing feedback to pupils in relation to progress and achievement
- Setting challenging and demanding expectations and promote self-esteem and independence
- Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
- Supporting provision for pupils with special needs including specialist support
- Working with the teacher to establish an appropriate learning environment
- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
- Undertaking marking of pupils' work and accurately record achievement/progress
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings
- Administering and assessing routine tests and invigilate exams/tests
- Undertaking home visits as required
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Assisting in the development and implementation of appropriate behaviour management strategies
- Facilitating smooth transition between educational phases
- Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups etc
- Supporting pupils in their learning in all areas of the curriculum
- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Implementing local and national learning strategies e.g. literacy, numeracy, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
- Helping pupils to access learning activities through specialist support
- Determining the need for, preparing and maintaining general and specialist equipment and resources



- Providing appropriate guidance and support in the training and development of staff as appropriate
- Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours
- Providing cover for the provision of PPA time for teaching staff, plus short-term cover for absence for other staff
- Supervising pupils on visits, trips and out of school activities as required
- Supporting Teaching Assistant students in school settings
- Supporting behaviour and routines at lunchtimes as directed (if directed within normal working hours)

General Responsibilities

- Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school





Person Specification

Teaching Assistant: Person Specification 2022			
	Essential	Desirable	Evidenced by
Qualifications	<ul style="list-style-type: none"> -Appropriate Teaching Assistant / Teaching qualification -Strong academic record including Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form). 	<ul style="list-style-type: none"> -Training relevant to education, e.g. literacy, ICT, maths, phonics. -Training relevant to providing an education to pupils with SEND, e.g. autism, dyslexia, ADHD. -Good further education qualifications -First Aid qualification -Qualification in Makaton / BSL -Recent safeguarding CPD 	Application and CPD record
Knowledge and experience	<ul style="list-style-type: none"> -Experience of working with children within Key Stage 1 and 2 -Understanding of child development and learning -Understanding of safeguarding and child protection -Experience of supporting children to learn to read -Experience preparing and delivering lessons for individual pupils, groups and whole classes -Experience of supporting children with range of special educational needs -Experience of providing whole class cover and willingness to do so at short notice when necessary --Experience of teaching phonics 	<ul style="list-style-type: none"> -Experience of Read, Write inc. phonics -Knowledge and understanding of EYFS -Experience of working with children within EYFS, Key Stage 1 and 2 	Application form, references & interview
Personal	<ul style="list-style-type: none"> -A team player who can work closely with all colleagues, parents and carers -Professional, flexible and adaptive -Nurturing, committed to inclusion -Strong organisational skills -Motivated and able to work under own initiative -Personable and friendly -Good communication skills -Proficient literacy, numeracy and IT skills -Commitment to their own professional development -Enjoy working with children -Have ability to adapt to a variety of situations -Ability to self-evaluate learning needs and actively seek learning opportunities 	<ul style="list-style-type: none"> -A willingness to play a role in the wider life of the school (residential, PTA events, extra-curricular clubs, etc) - Experience of communicating effectively with parents & carers 	Interview, references and application

















EQUALS TRUST

Equals Trust is a Multi-Academy Trust which is comprised of twelve primary schools. The Trust was founded in September 2016 with the aim of allowing member schools to **maintain their ethos and unique identities** within a tight local network, with strong **mutual accountability, shared support services** and a strong **collaborative approach** to staff development and school improvement. Equals Trust was established by headteachers who still work with the Trust. For more information please visit our web site:

www.equalstrust.org

Equals Trust passionately believes that collaborative working raises educational standards and improves life chances for students within the Trust partnership.

The twelve schools are:

 ABBNEY ROAD PRIMARY SCHOOL	 BROOKSIDE PRIMARY SCHOOL	 BURTON JOYCE PRIMARY SCHOOL	 CROPWELL BISHOP PRIMARY SCHOOL
 CROSSDALE PRIMARY SCHOOL	 FLINTHAM PRIMARY SCHOOL	 HEYMANN PRIMARY & NURSERY SCHOOL	 KEYWORTH PRIMARY & NURSERY SCHOOL
 RICHARD BONINGTON PRIMARY & NURSERY SCHOOL	 ROBERT MILES JUNIOR SCHOOL	 TOLLERTON PRIMARY SCHOOL	 WILLOW FARM PRIMARY SCHOOL