



**Egloskerry Primary School**

*Part of the Launceston College Multi Academy Trust*



# Applicant Pack

## Teaching Assistant

<b>Job Title:</b> Teaching Assistant	<b>Start date:</b> As soon as possible
<b>School base:</b> Egloskerry Primary School	<b>Contract type:</b> 30 hours a week, term time only, hours Monday to Friday between 8am and 5pm
<b>Closing Date:</b> Monday 6 <sup>th</sup> October 2022, 9am	<b>Salary:</b> Teaching Assistant Grade B2, £9.90 per hour, (£19,099 FTE), Actual salary based on 30 hours £12,809.10
<b>Interviews on:</b> Tuesday 11 <sup>th</sup> October 2022	<b>Contract term:</b> Fixed term until August 2023

## Our Trust

Egloskerry Primary is part of the Athena Learning Trust alongside Altarnun Primary, Atlantic Academy, Bideford College, Launceston College and Launceston Primary School.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

**We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates and HR expertise.**

**We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.**



## Our School

Egloskerry Primary School is a small school, in a rural location five miles from Launceston. The school's aim is for all children to delight in life experiences and achievement, inside and outside the classroom. This is supported by the creativity, dedication and commitment of the excellent staff and Governing Body and the strong relationship that is nurtured between staff, children, and their families, as well as the wider local community.

Through a combination of outstanding personal development, a sense of adventure and our creative curriculum, children gain access to a unique world of opportunity and experience. Our children are a delight – polite, enthusiastic and excited about learning and discovery. They grow into well-rounded pupils with a passion for life, a love of learning and a breadth of interests enabling adaptation to the fast-changing world around them. All skills and valued – academic, creative, sporting, social. Community, family and success for all lie at the heart of our ethos and vision.

Our staff are nurturing and inspirational and we work together to ensure children feel safe. Our children are capable of achieving great things and we help them to believe this too. We do this by embedding high quality and contextualised learning within meaningful, challenging and exciting topics which are led by the children.



We will offer:

- A well-equipped school with great facilities.
- A team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint a **Teaching Assistant**.

**Job title:** Teaching Assistant

**Grade:** B2

**Responsible to:** Class Teacher & Head of School

**Direct supervisory responsibility:** None

**Indirect supervisory responsibility:** None

**Important Functional Relationships:** Teachers, pupils, support staff, parents/carers

**Main purpose of the job**

To contribute to the promotion and development of an outstanding education that offers high quality learning experience for Primary age children.

To take a pro-active role in the support of the educational, social, emotional and physical needs of the pupils; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

To supervise Wrap Around Care provision before and after school.

**Duties and responsibilities:**

1. To assist individuals, groups of children and the whole class in developing knowledge, skills, expectations and attitudes. To take into account the learning support involved to aid the children to learn as effectively as possible.
2. To establish and build supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils, including those with special educational needs and those identified as more able. To meet the needs of pupils with emotional and behavioural difficulties.
3. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem and resilience through the development of self-help skills.
4. To contribute to the development of the learning environment by assisting in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
5. To assist with the assessment (including any statutory assessments), monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the development needs of individuals or groups to the Teacher or Head of School as appropriate.



6. To supervise an individual, small group of children or whole class under the overall control of the teacher.
7. To assist in providing a safe and caring environment for children at Wrap Around Care before and after school. To supervise children during activity sessions and breakfast and snack times to ensure their well-being and appropriate behaviour. To ensure that children are dismissed to parents and/or named carers.
8. To attend staff meetings and school-based INSET as required. To actively engage in the school Performance Management process. To meet with outside agencies (Speech and Language, Educational Psychologist etc) and other appropriate staff linked to pupils' needs when required.
9. To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
10. To contribute to the management of pupil behaviour including the implementation of the schools' behaviour management policies. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training and school policies and procedures.
11. To remain aware and work within all relevant school working practices, policies and procedures.
12. To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
13. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information. To maintain confidentiality of information acquired in the course of undertaking duties for the department
14. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
15. To network, communicate, support and work with other Launceston College Multi Academy Trust (MAT) staff; attending meetings and training as required at other sites (reasonable travel distance).
16. The post holder is responsible for his/her own continuous self-development.
17. To assist with lunch and break time supervision of children on a rota basis.
18. To accompany children on educational visits and outings as supervised by the Teacher.
19. To co-operate with and support your colleagues.
20. To carry out administrative tasks relevant and appropriate to this post.

21. To undertake other reasonable duties as directed by the Head of School.

### Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b><u>Relevant Experience</u></b>	At least 2 years' previous experience of working with children within a Primary School classroom environment.	More than 2 years' experience working with children in a Primary School setting.	Application form.  Interview.
<b><u>Education &amp; Training</u></b>	Good levels of literacy and numeracy (GCSE grade A-C/5-9 or equivalent) or able to demonstrate equivalent knowledge, skills and aptitude.  Attainment of NVQ Level 2 or equivalent.	First Aid Training  Paediatric First Aid  Autism training  Read Write Inc training  Dyscalculia training  Thrive training  Feeding tube training	Application form.  Interview.
<b><u>Special Knowledge &amp; Skills</u></b>	Ability to communicate well with children and adults.  Organisational skills.  Good communication skills.	Knowledge of issues relevant to education and child development.  Computer literacy (Google Drive)	Application form.  Interview.
<b><u>Any Additional Factors</u></b>	Able to prioritise between different demands. Ability to work to deadlines.Pro-active, positive, self-motivated, and able to work in a team. An interest in children and education. Patient and friendly approach.	Able to work without supervision.	Interview.

## To apply:

To apply for this job, please complete the application form: (provided in two formats below):  
*(Please note that for the Word application, you may have to download the file)*

[Word Application](#)

[PDF Application](#)

*We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.*

### **Safeguarding Statement:**

Athena Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.