



# CANDIDATE PACK

Teaching Assistant

HAWTHORN COMMUNITY

PRIMARY SCHOOL





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# ABOUT US

'Cultivating the futures of our children'



Hawthorn Community Primary School has a rich and varied history, celebrating its 125th anniversary in 2020. Hawthorn is a well-loved feature of the local community, with the support of local residents, governors, parents, families, committed staff and our Trust-Pathfinder Schools. Staff and pupils alike are proud to be a part of our school, and we are a team that is committed to children's well-being, achieving high standards and providing the very best opportunities for all in our care. We employ just under 50 staff including Teachers, Leaders and Support Staff who enable our 295 pupils and families to thrive.

Our school is located in Kettering in the towns heritage area and boasts traditional Victorian buildings with outside space which has been maximised to offer a wide range of facilities to encourage learning and play. With close links to the local Church and community, our school proudly looks to celebrate the past while providing a modern, 21st Century learning experience.

To learn more about our school you can also follow us on Twitter on @HawthornSch

Hawthorn Community Primary School joined Pathfinder Schools in April 2019 and is an established part of the team. Pathfinder Schools is made up of a supportive Central Team and ten Schools, including Primary, Infant and Junior Schools and a large secondary Academy.

# OUR VALUES

Hawthorn Community Primary School cultivates the futures of its pupils by providing them with the skills needed for their role in the wider world. We recognise, celebrate and nurture the strengths and talents of all members of our school community.

The children at Hawthorn are at the heart of every decision we make. Through our values of **Teamwork, Community, Respect, Thoughtfulness, Resilience and Creativity**, we have created an environment where our children are keen and enthusiastic to learn.

We inspire children to express their **CREATIVITY** in all areas of learning and in their wider school experiences. We develop children's **RESILIENCE** in challenges that they may face. **RESPECT** underpins every aspect of our school life and beyond. We promote **THOUGHTFULNESS** in all that we do. Encouraging **TEAMWORK** enables our children to become well-rounded citizens in preparation for their future lives. We empower our children to have a greater understanding of their role in class, school and wider **COMMUNITY**.

We offer an engaging, broad and balanced curriculum, which aims to spark the children's curiosity and cultivate a passion for life-long learning. Our curriculum brings knowledge, skills and understanding alive ensuring that whilst our children are learning, they are also having fun and creating a lifetime of memories!

It is important to us that children and parents alike feel a sense of pride and belonging towards Hawthorn. We are committed to creating an inclusive and nurturing school where every child feels safe, valued and encouraged to follow their aspirations. At Hawthorn, our dedicated team of staff work tirelessly to support our children's wellbeing, achieve high standards and provide opportunities that will shape their futures.







# CAREER DEVELOPMENT



We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning. We also provide our staff with access to accredited qualifications and training.

**Apprenticeships**-Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

**Early Career Framework**-We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) delivering the new Early Career Framework. Our Early Career Teachers benefit from our specialist skills in the new framework.

**National Professional Qualifications (NPQ'S)**-Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools from November 2021. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

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# WHAT OUR STAFF APPRECIATE MOST

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“Total commitment to the care and welfare of all staff and children”

“Approachable SLT, AMAZING staff”

“friendly atmosphere and supportive colleagues”

“Support is always there from all staff members”

“Safe environment and support/friendship from colleagues”

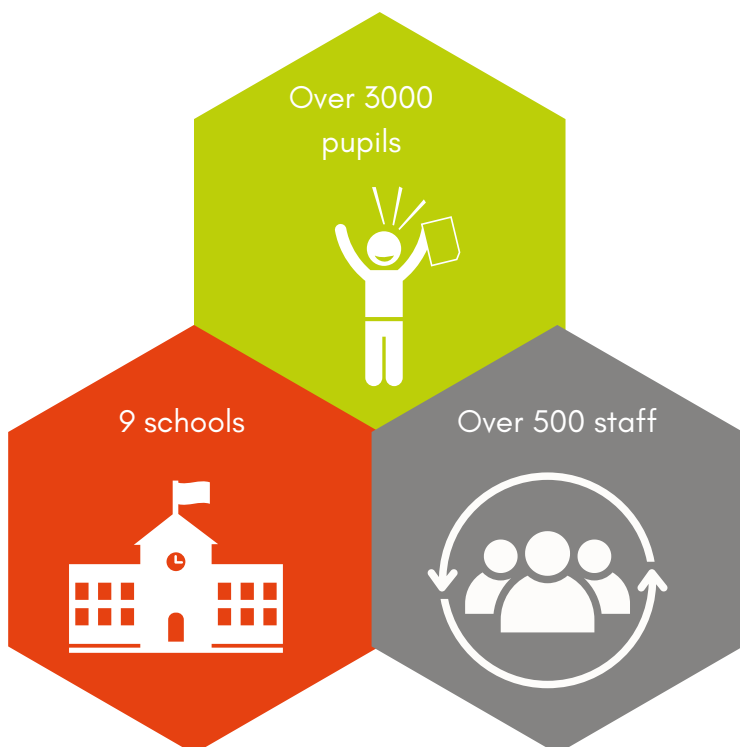
“Caring environment for the children”



Pathfinder Schools is a growing family of Academies, made possible by our talented staff and volunteers. We are fortunate to support pupils from nursery age up to post-16, and are proud of the contribution we make to local families throughout their children's education.

**Our values of COLLABORATION, HUMANITY and INDEPENDENCE drive every decision we make.**

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.



**"As a group of schools, we continue to grow stronger through collaboration and have seen some dramatic improvements as a result of our close working relationships"**

**Ann Davey-CEO-Pathfinder Schools**

## **OUR PURPOSE**

We exist to deliver the very best educational outcomes for every learner. Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

## **OUR VISION**

At the heart of every Pathfinder School is the belief that life is about more than success; it's about greatness. The secret to finding this greatness lies in our everyday actions that make life more fulfilling and more rewarding for us and those around us.

## **OUR VALUES**

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.



# Teaching Assistant



Contract type - Permanent

Salary - Grade D Points 3 - 4

£20,812 - £21,189 per annum pro rata

32.5 hours per week - Monday to Friday

39 weeks per year

Closing date - 31st March 2023

Shortlisting - to be confirmed

Interviews - W/C 17th April 2023

Start date - As soon as possible

How to apply:

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the website:

[www.pathfinderschools.org.uk/join-us/vacancies](http://www.pathfinderschools.org.uk/join-us/vacancies)

Completed application forms should be accompanied by a letter of application and should be sent to [recruitment@pfschools.org.uk](mailto:recruitment@pfschools.org.uk)

# Advert

Hawthorn Community Primary School has a rich and varied history, celebrating its 125th anniversary in 2020. Hawthorn is a well-loved feature of the local community, with the support of local residents, governors, parents, families, committed staff and our Trust-Pathfinder Schools.

Staff and pupils alike are proud to be a part of our school, and we are a team that is committed to children's well-being, achieving high standards and providing the very best opportunities for all in our care.

Hawthorn Community Primary School is situated in the centre of Kettering and currently has 294 children on roll in 11 classes from Reception to Year 6. We are a forward-thinking school with a strong community base.

Teaching Assistants are a very important part of our school team, and we are looking for individuals who are reliable, hard-working with a flexible approach, if this sounds like you, we would love you to join our team.

We are proud of Hawthorn Community Primary School and welcome visits from prospective applicants. Visits can be arranged by contacting the school business manager, Jo Marshall, on 01536 512204.

Hawthorn Safeguarding Policies and Procedures are available on their website, which can be accessed at the following web address : <https://www.hawthornprimarykettering.co.uk/page/?title=Policies&pid=34>

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.



# Advert cont.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

*Pathfinder Schools is passionate about its values of collaboration, humanity and independence, we believe that when people feel respected and included they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.*

# Teaching Assistant



## Job Description

**Responsible to:** Head Teacher  
**Overall purpose of the post:**

A Teaching Assistant will work under the direction and supervision of a teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of pupils.

### Main responsibilities:

- To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported.
- To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To promote the development of pupil's self-reliance, self-esteem and emotional resilience.
- To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
- To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
- To promote the development of positive relationships and acceptable behaviour in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupil's learning.
- To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To provide support for bilingual / multilingual pupils if required.



- To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.
- To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.
- To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
- To assist volunteers based in your work area, as appropriate.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required). (Primary and Special Schools)
- To support, as appropriate, in instances where pupils are unwell whilst at the school. \*
- To provide toileting support to pupils as necessary.\*\*
- Other duties the school may wish to include, not affecting the grade of the post:
- To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
- To monitor attendance to identify any patterns of absence and lateness, and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly.
- To lead an extracurricular activity under the direction of the school, but with limited direct supervision.
- To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
- To undertake midday supervision duties, by prior agreement
- To support, as appropriate, in instances where pupils are unwell whilst at the school.\*

\*first aid should only be provided by staff who hold appropriate first-aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment.

\*\* these duties only to be undertaken after appropriate risk assessment and training have been provided.

### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

(a)The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by THEIR own training needs and the needs of the school.

(b)This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# Teaching Assistant



## Person Specification

AF = Application Form I=Interview

Attributes	Essential It is essential candidates can provide evidence of:	Test	Desirable It is desirable candidates can provide evidence of:	Test
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ level 2 or equivalent in relevant subject or significant experience of working with or caring for children of relevant age</li> <li>At least a pass in English and Maths at GCSE or equivalent</li> </ul>	<p>AF/I</p> <p>AF</p>	<ul style="list-style-type: none"> <li>GCSE grade C or higher in English, Maths and Science</li> <li>Further CPD training undertaken.</li> <li>NVQ level 3 or equivalent in relevant subject</li> <li>Commitment to professional development to improve English and Maths skills.</li> </ul>	<p>AF</p> <p>AF</p> <p>AF</p> <p>I</p>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of supporting teaching and learning in a formal setting</li> <li>Experience of working with children</li> <li>Knowledge of National Curriculum/EYFS curriculum</li> <li>Knowledge of Health and Safety procedures</li> </ul>	<p>AF</p> <p>AF</p> <p>AF/I</p> <p>AF/I</p>	<ul style="list-style-type: none"> <li>Recent experience of working in a school setting</li> <li>Working knowledge of national curriculum/EYFS curriculum and other relevant learning programmes</li> <li>Experience of CPD</li> <li>Experience and knowledge of SEN code of practice</li> <li>Experience of running intervention programmes</li> </ul>	<p>AF/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<b>Ability and Skills</b>	<ul style="list-style-type: none"> <li>Ability and willingness to undertake professional development.</li> <li>Good interpersonal skills.</li> <li>Empathy with children and young people.</li> <li>Ability to work effectively as part of a team</li> </ul>	<p>AF/I</p> <p>I</p> <p>I</p> <p>AF/I</p>		



# Teaching Assistant



## Person Specification

AF = Application Form I=Interview

Attributes	<b>Essential</b> It is essential candidates can provide evidence of:	Test	<b>Desirable</b> It is desirable candidates can provide evidence of:	Test
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> </ul>	I		
<b>Other</b>	<ul style="list-style-type: none"> <li>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</li> </ul>	I		



# Contact us

Hawthorn Community Primary School

Hawthorn Road

Kettering

Northamptonshire

NN15 7HT

01536 512204

[office@hawthorn.pfschools.org.uk](mailto:office@hawthorn.pfschools.org.uk)

<https://www.hawthornprimarykettering.co.uk>