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## JOIN US

Teaching Assistant and After School Supervisor  
Grade 4 / £16,478.33-£16,808.51 Annual Salary  
38 Hours per week – Fixed Term - Term time only

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Brightwell cum Sotwell is in many ways the ideal English village. It is a peaceful place with many thatched cottages, a duck pond and the pubs halls and churches that are the hallmarks of rural life in this part of the world. It is near the historic market town of Wallingford, which is a small and traditional market town with lots of quaint buildings, situated on the banks of a particularly pretty stretch of the Thames.

Oxford is a great city to spend time in and is only about 15 miles away, as is Reading. Didcot Parkway, which is ten minutes from Brightwell, links these communities by rail. From there it is only 45 minutes to London by train. The quality of life in the area is very high indeed, being a pleasant combination of a rural setting close to such different towns, as well as the capital.

### The school

Brightwell is a small village school of just over 134 children serving a community of families that are aspirant, care about education and who bring their children up well. Behaviour and manners in the school are very good indeed. It is a school where really good teachers can take risks in lessons that children appreciate and make work.

The school became an academy in September 2017 and works collaboratively with a very strong and popular 11-18 school in Wallingford.

We recognise that we need very talented people, who are ambitious for the children they work with as well as themselves, to help make this into the best little school around and that comes with significant investment. We have created real excitement and a buzz about the work being done from the outset. Our successful school has learned a great deal and earned a very strong reputation in the community, and in the wider local primary sector.

## **General Duties**

At Merchant Taylors' Oxfordshire Academy Trust we pride ourselves on providing a safe and happy environment where young people can flourish and we want to send every young person into the world able and qualified to play their full part in it. Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

You will find many opportunities at Merchant Taylors' Oxfordshire Academy Trust and we look forward to receiving your application.

## **Selection Criteria**

### **Essential**

The successful candidate will:

- Have or obtain an Enhanced DBS Certificate
- Be trustworthy
- Be sensitive
- Have the ability to empathise with young people and build a positive relationship
- Be discrete
- Be a reflective practitioner, who has the potential to develop his/her own career further
- Have the ability to communicate effectively with staff, parents and students

### **Desirable**

The successful candidate will have:

- Previous experience of working within a school setting and a proven track record of impact.
- The ability to take initiative
- The ability to work alongside a range of professionals and families
- Previous experience of working in a flexible way

## **The Role**

### **TA Role**

To support students with special and additional needs in their mainstream class. The needs are high and 1 to 1 support enables inclusion. We are flexible in our deployment so you may work with a range of children with SEN needs.

The hours required are 8.30am to 5pm Monday – Thursday and 8.30am – 3pm on a Friday. After School Club runs from 3-5pm Mondays to Thursdays.

The role may also include working with small groups and supporting other SEND children in other classes on occasion and you will undertake a regular playground duty at break and/or lunchtime.

### **After School Club role**

To plan, deliver and evaluate a varied programme of high quality play opportunities in a safe environment

To be responsible for implementing Safeguarding and Health and Safety policies and procedures

To plan, deliver and evaluate a varied programme of high quality play opportunities in a safe environment

To lead in the development of independent social skills

To undertake duties such as preparing snacks, cleaning club room and toys, reporting any damages and tidying up etc

To report a child's problems/achievements to parents as necessary

To liaise with parents to enable the effective operation of the Club

To administer basic/paediatric first aid where appropriately trained

To assist in the specific medical/care needs of pupils when specific training has been undertaken

To take care for their own and other people's health and safety.

To maintain registers of attendance/absence and other child records

To assist in Club marketing and promotion Maintaining stock and ordering supplies

To support the promotion of positive relationships with parents, including communicating effectively with parents on a regular basis

To ensure confidentiality is maintained where appropriate To follow safeguarding policies and procedures at all times

This position is subject to a variable hours clause where the contracted hours can be reduced by up to a third.

### **Work in partnership**

The Special Needs Co-ordinator (SENCO) has overall responsibility for the TA post and the Headteacher for the After School Club Supervisor role.

The successful applicant will work with and receive instructions from a number of staff members, e.g. SENCO, Senior Leadership Team, class teacher, outside agencies, parents.

### Responsibility of a Teaching Assistant to Teacher

- To support and reinforce teacher instructions, modifying where appropriate to aid understanding and access learning.
- To pass on information regarding student difficulties – physical, emotional, learning and social.
- To enhance communications between teacher and SENCO
- To help teacher devise targets for students when requested.
- To gather/report information as directed.
- To promote inclusion

### Duties in relation to students

- To help reinforce learning.
- To help build the student's confidence and encourage independence.
- To encourage the integration of the student into the class
- To take into account the student's individual special needs and facilitate access to the lesson and its content through appropriate clarification, explanations, equipment, and materials including ICT.
- To develop an understanding of the special needs of the students concerned, establish good relationships and act as a role model.
- To have access to all relevant information that sheds light on student needs including assessment and review materials.
- To take/give advice where appropriate regarding the modification of work.
- To help student record work in an appropriate way, including recording homework.
- To help student develop study and organisational skills.
- To help keep student on task and to build motivation.
- To maintain a positive attitude.
- To scribe for students as necessary.

### Hours and salary

The post is for 38 hours per week - term time only.

This is a Fixed Term Position.

This is a Grade 4 / £16,478.33-£16,808.51 annual salary, depending on experience.

You will be expected to attend INSET days for which you will be paid.

### The attributes of the ideal candidate

When making appointments of this nature we look for people who have themselves the sound educational background that enables them to be able to help students. They also need to feel comfortable working and co-operating with varying numbers of adults. A supportive, caring approach to the student is important, as well as the need to help develop their independent learning. A willingness to be flexible when working across different areas of the curriculum is a requirement. Sensitivity and discretion are important attributes.

**General points**

You will be able to contribute to the Local Government Superannuation Scheme. Applicants should be aware that the Academy operates a non-smoking policy in all its establishments.

Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

**Reasons to apply:**

You are seeking a great quality of life and recognise this in our setting.

Your drive is delivering the best for children and a love for the profession.

You are confident in your capacity to make a difference.

You may have ambition to become a teacher.

**Not for you if:**

You perceive the school to be a comfortable place to work because of the setting and catchment.

You need a long time to settle before really getting down to business.

You are looking for somewhere to develop a career that has gone a little awry.

You need things to be predictable and stable week-to-week.