



Lavington School

**Recruitment Pack
Teaching Assistant**

Lavington School

Teaching Assistant



Start Date:	As soon as possible
Starting Salary:	£13.05 per hour Grade D Points 4-6 (£25,185 per year full time, pro rata for part time)
School context:	Mixed 11-18, comprehensive, number on roll 905
Contract type:	Permanent
Hours:	30 hours per week, 39 weeks per year (44.85 paid weeks) reporting to SENCO.
Working Hours:	8.35am to 3.15pm Monday to Friday
Conditions of Service:	NJC

‘We believe that every child should be happy, healthy, safe and achieve more than they thought possible; at school and beyond

Job Description

Main Purpose

- Work with class teachers to raise the learning and attainment of students
- Promote students’ independence, self-esteem and social inclusion
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties and Responsibilities

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher, and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Use effective behavior management strategies consistently in line with the school’s policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe and monitor student targets and share observations with the class teacher and SENCO
- Use ICT skills to advance pupils’ learning using technology
- Support students in 1:1 or small group work
- Undertake any other relevant duties given by the class teacher or SENCO

Planning

- Contribute to effective monitoring of targets with the students and parents
- Read and understand lesson plans shared prior to lessons, if available
- Working with colleagues and other relevant professionals
- Communicate effectively with other staff members and students, and with parents and carers under the direction of the SENCO
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers

Whole-school organization, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school Health and Safety
- Promote the safety and wellbeing of pupils, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education and the Trust's Safeguarding and Child Protection Policy

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with the SENCO, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and Professional Conduct

- Uphold public trust in the education profession, and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other

- Support students with access arrangements during examinations
- To accompany pupils on outings
- Assist with SEN interventions such as ELSA, Forest School and lunch club, as required

The postholder may be required to perform duties other than those given in the job description for the post providing that they are commensurate with the grade. The particular duties and responsibilities attached to posts 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 would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Teaching Assistant – Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> GCSEs at Grades 9 to 4 (A* to C) including English and Maths Experience of working with children 	<ul style="list-style-type: none"> Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualifications in nursery work or childcare (or willingness to work towards a qualification if not already held)
Skills and Knowledge	<ul style="list-style-type: none"> Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Excellent verbal communication skills Active listening skills The ability to remain calm in stressful situations 	<ul style="list-style-type: none"> Skills and expertise in understanding the needs of all pupils Knowledge of how to help adapt and deliver support to meet individual needs Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils Knowledge of guidance and requirements around safeguarding children (safeguarding training will be provided) Good ICT skills, particularly using ICT to support learning Understanding of roles and responsibilities with the classroom and whole school context
Personal Qualities	<ul style="list-style-type: none"> Enjoyment of working with children Sensitivity and understanding, to help build good relationships with pupils A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Commitment to maintaining confidentiality at all times Commitment to safeguarding pupils' wellbeing and equality 	

About Us

Lavington is a high achieving school that is imaginative and creative in its approach to teaching and learning and is keen to look for continued and sustained improvement. We are fully committed to providing high quality education for children whatever their age. We benefit from a wonderful rural setting, surrounded by beautiful and historic countryside. The majority of our students live in nearby villages, and thrive in our supportive, positive, nurturing environment, achieving academic excellence for all.

The school enjoys a very good reputation within the community and throughout the county and continues to demonstrate the highest standards of achievement. Much of this success is due to the active partnership of home, school and community, which allows a happy working atmosphere to prevail, where hard work and good behaviour is the expectation. Our students are happy and well-motivated and respectful. They are nurtured through superb individual care, a culture of high aspirations, an extensive leadership and enrichment programme and recognition of their unique talents.

Applying

If you would like to apply, please go to the Vacancies page on our website and click on Apply Now in the Teaching Assistant section:

[Equa Mead Learning Trust - Vacancies](#)

Interviews will be arranged with applicants as soon as possible after the closing date.

If you would like to arrange a visit to the school or have any further questions, please email hr@lavington.wilts.sch.uk

Further information about the school can be found on the website www.lavington.wilts.sch.uk



@lavingtonschoolwiltshire



www.lavington.wilts.sch.uk



@LavingtonSchool



@lavingtoncreates



01380 812352



hr@lavington.wilts.sch.uk



Lavington School, The Spring, Market
Lavington, Devizes, Wilts. SN10 4EB