Brown Clee C.E. Primary School
Station Rd, Ditton Priors, WV16 6SS
01746 712652
admin@brownclee.shropshire.sch.uk

Aspire
Believe
Persevere
Succeed

Vacancy: Teaching Assistant

Post: **Teaching Assistant**
Hours: **32.5hrs (Term time only)**
Salary: **Teaching Assistant: SCP7 (FTE £27,274) (£14.14/hour)**
Contract Type: **Fixed Term (Until October half term '27 - in the first instance)**
Start Date: **3rd Jan (or as soon as possible)**

We are seeking to appoint an enthusiastic and empathetic teaching assistant to join our thriving team at Brown Clee.

This is an exciting opportunity for a committed and able professional to contribute to the development of our thriving School.

The above advertised hours are for a 5-working-day week. However, we would be open to appointing the right candidate on to a contract of fewer hours – if mutually agreeable.

Primary Job Role

The role will involve, under the direction of senior staff (i.e. class teacher / assistant headteacher / headteacher),…

- …work alongside class teachers to support and improve learning effectiveness and attainment of pupils
- …promote pupils' independence, self-esteem and social inclusion
- …give support to pupils, individually or in groups, so that 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 class teachers and increase achievement in all pupils, including those with special educational needs and/or disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in engaged levels of learning and wider curriculum
- Support the teaching of a broad and balanced curriculum, helping enable pupils to achieve their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good attitudes to learning and existing within the school community, managing behaviour effectively to ensure a good safe learning environment
- Organise and manage teaching spaces and resources to help maintain a stimulating and afe learning environment
- Observe pupil performance and pass observations onto the class teacher
- Supervise classes and groups if the teacher is temporarily unavailable
- Use computing skills to advance pupils' learning
- Undertake any other reasonable and relevant duties assigned by the class teacher

Planning and Assessment

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress
- Read and understand lesson plan shared prior to lesson (if/when available)
- Help class teacher to prepare classroom/learning spaces for learning

Brown Clee C.E. Primary School
Station Rd, Ditton Priors, WV16 6SS
01746 712652
admin@brownclee.shropshire.sch.uk

Aspire
Believe
Persevere
Succeed

Working with staff, parents/carer and relevant professionals

- Communicate effectively with other staff members, pupils, and with parents/carers under the direction of the class teacher
- Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents/carers by providing feedback on pupil progress, attainment and barriers to learning, under the direction of the class teacher
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and Safety

- Promote the health, safety and wellbeing of pupils, and help safeguard pupils' wellbeing by following requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy by ensuring a good level of understanding of this
- Report any concerns regarding health and safety to their line manager promptly
- Ensure children are reassured when upset or when hurt
- Ensure school's behavioural expectations are upheld to prevent unnecessary risk of injury

Professional Development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, 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
- Identifying areas for self-development and engaging in any level of training provided / suggested by the school

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Always promote the safeguarding of all pupils in the school
- Ensure that any safeguarding concerns are raised promptly and properly
- Please see the school website for further information on the school's safeguarding policy

The teaching assistant will be required to follow all school policies and the agreed staff code of conduct.

Please note that the above is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher, class teacher or line manager.

Brown Clee C.E. Primary School
Station Rd, Ditton Priors, WV16 6SS
01746 712652
admin@brownclee.shropshire.sch.uk

Aspire
Believe
Persevere
Succeed

Person Specification

Criteria	Specification	
	Necessary	**Desirable**
Qualifications and training	• Level 2 or 3 TA Qualification (or equivalent) • GCSE (or equivalent), including at least a Grade 4 (or Grade C) in English and maths • A willingness to engage in additional training as well as ongoing CPD related to job specification	• First-aid qualification (paediatric or other) • HLTA qualification
Experience	• Experience working or volunteering in a school environment or other educational setting • Experience working with children / young people • Experience planning and delivering learning activities	• Experience working across different age groups across the primary phase (4-11) • Experience of planning and leading teaching and learning activities (under supervision)
Skills and Knowledge	• Good level of understanding of English and mathematics • Good organisational and communication skills • Ability to build effective working relationships with pupils and staff • Ability to understanding the needs of pupils • Knowledge on how adapt and deliver support to help meet needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Ability to approach situations in a calm and reassuring manner • Knowledge of safeguarding procedures and policies • Good computing skills – including how to use this to support learning • Understanding of roles and responsibilities within the classroom and whole school context	• Understanding of effective teaching methods • Knowledge of how to successfully lead learning activities for a group or class of children • Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support • Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice • Specialist knowledge and skills to contribute to the wider-school development (e.g. by running a specialised club at lunch or after-school)
Personal qualities	• 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 always maintaining confidentiality • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people	• A desire to contribute to the wider-school development

Brown Clee C.E. Primary School
Station Rd, Ditton Priors, WV16 6SS
01746 712652
admin@brownclee.shropshire.sch.uk

Aspire
Believe
Persevere
Succeed

Visits to the school are welcomed and encouraged. Further details can be obtained by contacting Mrs Mandy Lloyd (our Administrator) email: admin@brownclee.shropshire.sch.uk or (01746) 712652. Further information on the school can be found on our website (https://browncleeschool.org.uk/).

The links below contain two short videos on Brown Clee:
Life at Brown Clee School.
Brown Clee Children Interviews.

Completed application should be returned to the school either by email or post.

Closing date: Wednesday 2nd December.

Brown Clee C.E. Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, and volunteers, to share the same commitment. The successful applicants will be subject to the following checks (where relevant): childcare disqualification, Disclosure and Barring Service (DBS), medical, online and social media, prohibition from teaching, right to work, satisfactory references and suitability to work with children.

This post is exempt from the Rehabilitation of the Offenders Act 1974 and The Exceptions Order 1975, and you must tell us about any unspent conviction, cautions, reprimands or warnings.

Please note that it is an offence to apply for a role engaging in regulated relevant to children, schools or colleges if the applicant is barred from doing so.

Applications and Selection

An application form should be filled in and emailed to admin@brownclee.shropshire.sch.uk by midday on Wednesday 2nd December. Separate CVs are not required.

Shortlisted candidates will be contacted via email with further information regarding the next steps in the application process – which will include reference checks before an interview will be carried out on the week commencing 7th December.

Depending on the number of applicants, we will try to also inform those that we have unfortunately not been able to shortlist.