

The Laurels Primary School is seeking a

Teaching Assistant



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Welcome to The Laurels Primary School



This is an exciting opportunity for a Teaching Assistant to join our thriving school! The Laurels is a special place to work and learn so we are looking for a team player to join our dedicated and talented team.

As a school, we are uncompromising in our aspirations for staff and pupils alike. We endeavour to do this by providing an excellent school experience where every child feels nurtured, excited to learn, and can discover their passions.

We have worked hard to develop a culture where our Teaching Assistants are looked after, supported and professionally enriched. As a member of our team, you will be committed to developing alongside like-minded professionals to ensure a high-quality learning environment for all.

Relationships between staff, pupils and parents/carers are key to our success. In our most recent report, October 2022, Ofsted wrote: 'Staff are proud to work at the school. They feel part of a close-knit team. Leaders are approachable and highly aware of staff well-being.'

However, it's not just our team who are great! Our brilliant children are enthusiastic and are keen to learn. We are well supported by our board of governors and trust, who are all driven by a real desire to change children's lives for the better.

The role involves raising standards of achievement under the direction of the class teacher and/or SENDCo by working with children of all abilities in the classroom, and delivering intervention groups. At lunchtime, the role requires supervision of children while they eat and play and supporting them to make social relationships with peers.

If you feel that you can bring something special to our school and Trust, please contact the school office so we can show you our school and what we have to offer!



Charlotte Bull
Headteacher

The Role

Teaching Assistant

What is the purpose of the role

- Be able to implement and uphold school rules and ethos; being an excellent role model providing high-quality support for the children and teachers
- To be responsible for safeguarding and prioritising the welfare of children
- Ensure that pupils are active participants in their learning and achieve excellent outcomes
- Make a positive contribution to pupil well-being, staff teams and school life
- Be committed to your own professional development and actively seek out opportunities to expand your role specific knowledge

Main Duties

Teaching Assistant Responsibilities

- To assist in the learning environment by working with either individuals or small groups of children under the guidance of Teachers and Leaders. The Teaching Assistant will report back to the Teacher about the pupil's progress.
- To work effectively as a team member contributing fully to all aspects of school life.
- To ensure that there are positive relationships between adults and adults/children, and that, if help is needed to establish/maintain positive relationships, then this is sought from the Senior Leadership Team.
- To carry out observations, assessments and maintain records of children's progress and work where appropriate/as directed by the Class Teacher or Line Manager.
- To carry out assessment tasks assigned by Teachers in order to monitor the children's development.
- To show care and concern for all the children in school. Duties will include administering First Aid, changing and cleaning them if necessary, and being concerned for their general welfare or responding to children's specific needs (in accordance with the Intimate Care Policy).
- To uphold our strong behaviour policy and to treat children fairly and with respect, in compliance with the ethos and values of The Laurels Primary School.
- To adhere, be familiar and stay up to date with all key school policies including Safeguarding, Confidentiality, Teaching & Learning, Behaviour, AfL feedback, and Whistleblowing.
- To work in partnership with, and establish supportive and professional relationships with all adults within the school community, and reflect the partnership between home and school that is considered essential at the Laurels Primary School.
- To cover breaktime and lunchtime duties (playground and lunch hall) as instructed, supervising the children to ensure their safety and wellbeing, both emotionally and physically, and helping children to enjoy the experience and develop their social and

- play skills.
- To support the service of hot meals at lunchtimes as requested
 - To attend regular year group meetings and / or training sessions to develop knowledge and understanding of the job
 - To keep the Leaders and Class Teacher aware of any problems, issues and concerns s/he may have.
 - To handover any essential information to supply or cover teachers about children in their class. Where Teaching Assistants work in job shares, they must be proactive in maintaining a smooth transition throughout the week.
 - To ensure that school security and Health & Safety rules and regulations are upheld at all times by reporting issues to the Site Team or Leaders
 - To be involved in all aspects of school life, and play a valuable and supportive part in ensuring that the children at The Laurels Primary School are settled and happy
 - To be a positive ambassador of the school and its role in the community.
 - To continue to develop practice through feedback and our appraisal process
 - To participate in the implementation and delivery of educational programmes and monitor the progress of groups of pupils or individuals.
 - To undertake any duties which may be reasonably allocated by the Senior Leadership team appropriate to the role to ensure the smooth running of the school.
 - To assist Teachers in general administration of the classroom by photocopying, covering, checking equipment and mounting and displaying of children's work.
 - Attend professional development sessions as recommended by the SENCO or other senior staff.

Other Duties

- Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- Demonstrate a commitment to keeping children and young people safe by adhering to our safeguarding and child protection policies.

Candidate Specification

Attributes	Essential	Desirable
Physical & Sensory	<ul style="list-style-type: none"> • Ability to work under pressure and manage time effectively • Demonstrate robustness and resilience 	
Qualifications/ Knowledge	<ul style="list-style-type: none"> • Sound knowledge of English and Mathematics educated to C and above at GCSE level or equivalent. • Working knowledge of Basic computer programs (Word, Excel) 	<ul style="list-style-type: none"> • Knowledge of the National Curriculum and GCSE specifications. • A levels/degree • IT qualifications • First Aid Qualifications

Experience	<ul style="list-style-type: none"> ● Having worked with young people of school age 	<ul style="list-style-type: none"> ● Experience of working within a school/ education setting
Training	<ul style="list-style-type: none"> ● Willing to undertake professional development and share your learning with colleagues. 	<ul style="list-style-type: none"> ● If you do not have a valid first aid certificate, training will be provided.
Circumstances - Personal	<ul style="list-style-type: none"> ● Proven willingness and capacity for hard work ● A personality to merit the respect of pupils and to encourage them 	
Skills and Qualities	<ul style="list-style-type: none"> ● The ability to develop learning resources to enable pupils with specific learning needs to access course content and achieve their personal best ● Highly motivated, clear thinking and principled ● Committed to equality of opportunity ● Able to manage time effectively ● The ability to effectively engage young people 	<ul style="list-style-type: none"> ● An understanding of young children's learning needs, how to question pupils to assess knowledge and progress

Package

- Responsible to:** Headteacher and Assistant Head (Inclusion)
- Salary Grade:** Grade 4, SCP 5 FTE: £24,986. (Actual Salary £17,856.42)
- Hours:** 8.30am – 3.15pm, Monday - Friday with a 30-minute lunch break.
- Contractual:** Term time only + additional INSET days as requested. Permanent post.

Safeguarding

The Laurels Primary School is committed to the safeguarding and wellbeing of our children. It is a core expectation of every member of staff to safeguard the wellbeing of every child within the school. Staff are supported through regular training and are expected to adhere to the school's Safeguarding and Child Protection Policy at all times.

In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

Staff Charter

 <p>Marking and Feedback – We have a policy of live marking in the moment by all adults in the classroom. In the moment feedback is verbal with minimal recording in books. We encourage the children to take ownership of correcting misconceptions in their work.</p>	 <p>Culture– The culture of our school is critical to an enjoyable, rewarding work environment. We all want the best for our children and therefore all staff are encouraged to communicate any feedback to leaders so support can be offered and adaptations can be made where necessary.</p>
 <p>Data Collection – Data is collected three times a year for all subjects so subject leaders can monitor progress without overburdening staff.</p>	 <p>Change – Where new initiatives are produced, they are based on the latest research and what will work for The Laurels staff and children.</p>
 <p>Annual Reports - Our reports give parents and carers the key information they need. They are concise and focus on the important personal and social detail whilst being clear about where pupils have met expectations.</p>	 <p>Support – Every class in the school has a full-time Teaching Assistant to support the teacher and learners by giving feedback, delivering interventions and mapping the children’s provision.</p>
 <p>Subject Leadership – The Laurels is committed to supporting every subject leader with termly release time to look at children’s outcomes as well as termly release time to work on their personal action plan.</p>	 <p>Emails – There is no expectation for staff to respond to emails outside of normal working hours. We trust the professional judgement of staff to make decisions about when they work in order to achieve a work-life balance.</p>
 <p>CPD – Teachers and support staff have weekly CPD sessions that link to identified areas of whole school improvement and the latest research. Subject leaders are directed to CPD in their subject areas to further develop their leadership. Staff are also provided with external CPD opportunities as individuals or whole teams. We work with the Research School, Maths and English Hubs.</p>	 <p>Staff Bulletin – Every week there is a staff bulletin that is shared with the whole staff team, which recognises staff contribution and celebrates success and achievements. It also ensures all members of the team receive key communication and removes the need for a Friday or Monday meeting.</p>
 <p>Planning – We have detailed plans and resources for foundation subjects so teachers can focus on adaptive teaching for the children in their class.</p>	 <p>Employee Assistance Programme – We have an employee benefit programme which supports staff through health and wellness services.</p>

How to Apply

Applicants must complete the application pack and return it to coliver@laurelsprimary.co.uk or via post to Carly Oliver, The Laurels Primary School, Winterbourne Way, Durrington, West Sussex, BN13 3QH by **9.00am on Monday 9th December**. Please return the application form with a supporting letter (maximum 2 sides of A4) addressing the following points:

1. Why would you like to work with the children and staff at The Laurels Primary and what would you bring to our team?
2. How would your experience and skills enable you to be successful in the role?

Some of our roles attract a high level of interest and for this reason we review applications as they are received, therefore on occasions this means roles may close earlier than advertised; so early applications are highly recommended.

Visits to the school are encouraged and most welcome, please contact Carly Oliver, Executive Assistant by email coliver@laurelsprimary.co.uk or 01903 830901.

This position is subject to pre-employment checks, including DBS and health. Applicants are also required to provide details of two referees. GCSE English and Maths grade A-C (or equivalent) is essential and previous experience(s) of working with children, in either a paid or voluntary capacity, would be an advantage.

The Laurels Primary School

Winterbourne Way

Worthing

West Sussex

BN13 3QH

office@laurelsprimary.co.uk

